



Borough of
Tinton Falls
New Jersey

SHANON RATHYEN, QPA
PURCHASING AGENT

556 TINTON AVENUE
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732-542-3246 FAX
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REQUEST FOR PROPOSALS FOR PROFESSIONAL PLANNING AND ENVIRONMENTAL SERVICES

RFP #17-25

PROPOSALS TO BE RECEIVED AT

3:00 PM on

MONDAY, MARCH 31, 2025

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BOROUGH OF TINTON FALLS

NOTICE OF REQUEST FOR PROPOSALS FOR PROFESSIONAL PLANNING AND ENVIRONMENTAL SERVICES RFP #17-25

Notice is hereby given that, in accordance with NJSA 19:44-20.5 et seq., through a fair and open process, the Borough of Tinton Falls is requesting sealed proposals for Professional Planning and Environmental Services.

DATE OF RECEIPT OF PROPOSAL: MONDAY, MARCH 31, 2025 at 3:00 PM

Proposal packages may be obtained as PDF files from the Borough's website at www.tintonfalls.com (click on Departments, Finance & Purchasing then RFP's) If you prefer to have a proposal package mailed to you, please call me at 732-542-3400 Ext. 252, or email me at srathyen@tintonfalls.com.

Proposal/Submissions will be received by the Purchasing Agent, at the Borough of Tinton Falls, 556 Tinton Avenue, Tinton Falls, NJ on the date and time noted above. Firms need not be present and may mail or deliver the proposal package to the attention of the Purchasing Agent at the above address **prior** to the date and time of above.

Professional service contractors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq, and N.J.A.C. 17:27 et seq., PL 2004, c.1. Successful contractors will also be required to comply with all terms imposed by NJ Election Laws NJSA 19:44A-20.27 subject to campaign funding limits, and with the Borough of Tinton Falls "Pay to Play" Ordinance #05-1146.

SHANON RATHYEN, QPA
PURCHASING AGENT

TO BE PUBLISHED: FRIDAY, FEBRUARY 14, 2025

**RFP #17-25
REQUEST FOR PROPOSALS FOR
PROFESSIONAL PLANNING AND ENVIRONMENTAL SERVICES**

Request for Qualifications for Professional Planning & Environmental Services

The Borough of Tinton Falls is seeking proposals from qualified environmental consultants to assist in developing an updated Environmental Resource Inventory (ERI). This project, funded by a grant from Sustainable Jersey and supported by the Borough, is crucial for informed decision-making and sustainable development within our community. The ERI will identify, map and assess the natural and environmentally significant resources of Tinton Falls and serve as a foundational document for municipal planning, policy-making, and environmental protection initiatives. While knowledge of Tinton Falls and its government structure is beneficial, the Borough of Tinton Falls also values an objective, external perspective. A fresh and unbiased analysis from a consultant who brings innovative solutions, and a new outlook is highly desired.

1. Project Overview

Project Title: Tinton Falls Borough Environmental Resource Inventory: A Community-Collaborative Approach

Project Description: The goal of this project is to create a comprehensive ERI that meets contemporary standards and supports sustainable practices within Tinton Falls. The ERI will provide baseline documentation for measuring and evaluating resource protection issues, serve as a foundation for municipal planning efforts, and foster community engagement through participatory asset mapping session.

2. Scope of Work

The selected consultant will work collaboratively with the Tinton Falls Environmental Commission (TFEC) to develop the Environmental Resource Inventory (ERI). The scope of work is divided into two parts: tasks led by TFEC and tasks to be completed by the consultant.

A. Tasks Led by Tinton Falls Environmental Commission (TFEC):

- 1) Community Engagement Activities:
 - i. Organize and facilitate participatory asset mapping session with local stakeholders, community members, and Monmouth Regional High School students.
 - ii. Lead public outreach efforts, including scheduling, promoting events, and gathering community input.
 - iii. Conduct interviews with key stakeholders to gather insights and identify priorities for the ERI.
- 2) Data Collection and Support:
 - i. The TFEC will provide assistance to the consultant by sharing readily available environmental data, historical records, and documents obtained from municipal and other relevant sources.

- ii. The TFEC will also facilitate access to local stakeholders' feedback and data sources to expedite the data collection process, ensuring that the consultant has all the necessary information to complete the ERI efficiently.

3) Review and Feedback:

- i. Review drafts of the ERI and provide feedback to the consultant to ensure alignment with local knowledge and priorities.
- ii. Ensure all maps, data, and narrative content are accurate, clear, and properly labeled.

B. Tasks to be Completed by the Consultant:

1) Project Coordination and Planning:

- i. Collaborate with TFEC and the project team to establish the ERI's scope, objectives, and deliverables.
- ii. Develop a detailed project timeline, outlining phases, key milestones, and deliverables.

2) Integrate Community Feedback:

- i. Review community input collected by TFEC and ensure its integration into the ERI.

3) Data Analysis and ERI Development:

- i. Conduct a comprehensive analysis of all environmental data provided by TFEC and identify gaps.
- ii. Develop GIS-based maps and spatial analyses that illustrate the borough's natural and environmentally significant features, such as:
 - a. Climate, air (harmful emissions), geology, topography, soils, hydrology, vegetation, wildlife, and habitat.
 - b. Critical areas (specifically, wetlands, open waterbodies, open space, threatened and endangered habitats, etc.) , existing land use, well water and transportation networks and regional relationships (open space, threatened and endangered habitats, etc.).
 - c. Historic sites, brownfields, contaminated sites, and other relevant characteristics.
- iii. The consultant will utilize existing data from reliable sources, such as NJDEP databases, to analyze and map natural resources. Field verification or delineation of boundaries for resources like wetlands or open water bodies is not included in the scope of this project.
- iv. The consultant will ensure that all digital maps are provided in GIS format with appropriate metadata and are compatible with municipal GIS systems.

4) ERI Document Development:

- i. Prepare and submit a preliminary draft of the ERI, including detailed narrative explanations, maps, data analyses, and findings, for review by TFEC Tinton Falls. The narrative should go beyond an overview to thoroughly explain significant

aspects of the data, highlight key insights, and make the information accessible and consumable for both technical and non-technical audiences.

- ii. Revise the ERI based on feedback from stakeholders and public comments provided by TFEC.
 - iii. Ensure the ERI includes:
 - a. A baseline inventory of natural and manmade resources.
 - b. An explanation of the relationship between local resources and regional contexts (e.g., watersheds, surface waters, groundwater).
 - c. A bibliography of all source materials and documentation for digital data (metadata).
- 5) Finalize the ERI document and assist TFEC in presentations to various municipal bodies.
- i. Submit the final ERI document, both in digital and printed formats, to TFEC.
 - ii. Prepare and present a summary of key findings, recommendations, and potential future initiatives based on the ERI to familiarize the municipal boards and commissions with the ERI.
 - iii. If required, prepare materials for a presentation to the Borough Council to ensure alignment with administrative processes.

3. Content Requirements for the ERI

The ERI should include, at a minimum, the following content areas:

- 1) **Natural Resource Inventories:** Climate, air (harmful emissions), geology, topography, soils, hydrology, vegetation, wildlife, and habitat.
- 2) **Environmentally Significant Features:** Critical areas (specifically, open waterbodies, open space, threatened and endangered habitats, etc.), existing land use, transportation, historic sites, contaminated sites, and other relevant characteristics.
- 3) **Regional Relationships:** Connections to regional resources such as open spaces, watersheds, and wetlands.
- 4) **Mapping Requirements:** Digital maps in GIS format, including a base map, and thematic maps for individual resources or grouped characteristics (e.g., "water and wetlands").
- 5) **Supporting Documentation:** A bibliography of all sources and metadata for digital data used in the ERI.

4. Project Deliverables

- 1) **Draft ERI:** A minimum of three copies of the preliminary draft of the Environmental Resource Inventory document, including maps, data analyses, and findings.
- 2) **Digital and Printed Final ERI Document:** A comprehensive final document in both printed and digital formats (GIS-compatible), including maps, data, and narrative content incorporating feedback from stakeholders and public comments. A minimum of three hard copies of the printed version of the report is required.
- 3) **GIS Data Files:** All GIS data files and associated metadata for use in future municipal planning and policymaking.

5. Proposal Requirements

Interested consultants should submit a proposal including:

- 1) A detailed work plan outlining the approach, methodology, and timeline to complete the project.
- 2) Qualifications and experience of the consulting firm and key personnel, particularly in developing ERIs and integrating community input.
- 3) Examples of ERI projects completed within the last five years.
- 4) A cost proposal with an hourly rate schedule, not to exceed the total grant budget of \$40,000.
- 5) References from previous clients.

6. Consultant Qualifications

To be considered for this project, consultants must meet the following minimum qualifications:

- 1) **Local Context:** Demonstrated understanding of the Borough of Tinton Falls' form of government, local ordinances, and community characteristics.
- 2) **Meetings:** Ability and flexibility to attend or accommodate **up to 5** meetings requested by the Borough of Tinton Falls or its representatives.
- 3) **Company Profile Qualifications:** Provide a summary of your firm's experience, including relevant projects and outcomes. Include resumes for key personnel who will be assigned to this project.
- 4) **Experience:** A minimum of 5 years of experience in environmental planning and resource inventory development.
- 5) **Project Experience:** Describe at least 3 ERI projects your firm has completed, including the project scope, and outcomes.
- 6) **Personnel Qualifications:** Key personnel assigned to the project must have relevant qualifications, such as a degree in environmental science, planning, or a related field, and demonstrated experience in GIS mapping and community engagement.
- 7) **References:** Provide contact information for at least three references from previous ERI projects of similar scope.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- 1) **Consultant Qualifications (50%):** Evaluation will be based on the firm's relevant experience and qualifications, and the demonstrated ability to successfully complete similar projects. Preference will be given to consultants who demonstrate both familiarity with the local context and the ability to provide an objective, external perspective that contributes innovative solutions and fresh insights.
- 2) **Approach and Methodology (25%):** Assessment of the proposed work plan, approach to community input integration, and project management. Consultants must demonstrate a commitment to the best interests of Tinton Falls, including alignment with the borough's local goals, master plan, and sustainability initiatives.
- 3) **Cost Proposal (25%):** Evaluation of the cost-effectiveness of the proposal.

8. Submission Instructions

All proposals shall be addressed to ***Shanon Rathyen, Purchasing Agent at the Borough of Tinton Falls, 556 Tinton Avenue, Tinton Falls, New Jersey 07724*** and shall be received in the Purchasing Department no later than **Monday, March 31, 2025 at 3:00 PM**. **One original and one copy of the proposal shall be submitted.**

Any questions regarding the specifications please contact Tatianna Pinto Swenda at 267-240-5068 or email at tatiannadswenda@yahoo.com.

The proposal form shall be submitted in a sealed envelope bearing the name and address of the applicant written on the face of the envelope and clearly marked "Proposal" with the contract title for which you are applying.

Note: Respondents are required to comply with all applicable New Jersey laws, including N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 et seq., and the Borough of Tinton Falls "Pay to Play" Ordinance #05-1146.

9. Terms and Conditions:

- 1) The selected consultant will be required to work in the best interest of the Borough of Tinton Falls, ensuring that all project outcomes align with the borough's sustainability goals and community priorities.
- 2) The contract will be based on an hourly rate schedule, with invoices submitted monthly. Lump sum proposals will not be considered. Time and materials not to exceed the total grant budget of \$40,000.
- 3) The Borough reserves the right to reject any and all proposals and to waive any informalities therein
- 4) The consultant must ensure that Sustainable Jersey and the PSEG Foundation are acknowledged as the project funders in all promotional materials, signage, and during community events. The logos of both organizations will be provided and must be used appropriately on all grant-funded material.
- 5) The consultant must adhere to the timeline outlined below and must submit an interim report by July 15, 2025, and a final report by May 13, 2026.
- 6) Reports must be submitted to TFEC Tinton Falls and must include project descriptions, milestones, expenditures, and photographs, following the guidelines provided by Sustainable Jersey.

10. Project Timeline:

- 1) Proposal Due Date: March 31, 2025
- 2) Consultant Selection and Contract Finalization: By May 9, 2025
- 3) Initial Stakeholder Interviews and Data Gathering: By May 30, 2025
- 4) Interim Progress Report: By August 1, 2025
- 5) Community Workshops and Public Engagement: By September 5, 2025
- 6) Draft ERI Submission: By December 2, 2025
- 7) Final ERI Submission and Presentation: By April 3, 2026

STATUTORY AND OTHER REQUIREMENTS

A. Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of N.J.S.A. 10:5-32 et seq. (Pl. 1975, c.127).

1. Procurement, Professional and Service Contracts All successful vendors must submit, within seven days after the receipt of the notice of intent to award the contract or the receipt of the contract, one of the following:

- a. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or
- b. A photocopy of an approved Certificate of Employee Information Report, or
- c. If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

B. Stockholder Disclosure

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the proposal or accompanying the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Form of Statement is enclosed and shall be completed and returned with proposal.

C. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is enclosed with this RFP, shall be properly executed and submitted with the proposal.

D. New Jersey Business Registration Requirements Non-Construction Contracts

NJSA 52:32-44 requires that each vendor submit proof of business registration with the RFP package. Proof of registration shall be a copy of the Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue on-line at www.nj.gov/njbgs or by phone at 609-292-1730.

E. Pay-To-Play Disclosure Certification and Form

Successful contractors must also be required to comply with all terms imposed by NJ Election Laws NJSA 19:44A-20.27 subject to campaign funding limits and with the Borough of Tinton Falls "Pay to Play" Ordinance #05-1146.

Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the Governing Body.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

COUNTY OF _____)

I, _____ of the Municipality of _____
(Print Name) (Print)

in the County of _____ and the State of _____

am of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
Print Title Print Name of Firm

the bidder making this Proposal enclosed and that I executed the said proposal with 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 Borough of Tinton Falls relies upon the truth of the statements contained in said 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 established commercial or selling agencies maintained by

Name of Firm NJSA 52:34-15

Print Address

Witness

Authorized Signature

Subscribed and sworn to before me
this _____ day of _____, 20____
State of _____
County of _____

Print Name and Title

Signature of Notary Public

(SEAL)

My commission expires on _____

**BOROUGH OF TINTON FALLS
STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission**

Name of Business _____

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.

OR

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

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and if necessary, complete the stockholder list below.

STOCKHOLDERS:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this
_____ day of _____, 20____

Notary Public

(Name of Business)

My commission expires on: _____

(SEAL)

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Tinton Falls, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

PROPOSAL

REQUEST FOR PROPOSAL FOR PROFESSIONAL PLANNING AND ENVIRONMENTAL SERVICES

TO THE BOROUGH OF TINTON FALLS BOROUGH COUNCIL:

The undersigned declares they have examined and fully understand the Borough's application process and other documents herein referred to, and if this proposal is accepted, to furnish and deliver services requested and to perform all work in accordance with the contract documents to be provided upon award.

FIRM: _____

ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____

FEDERAL I.D. # OR SOCIAL SECURITY NO.: _____

SIGNATURE OF AGENT: _____

TYPE OR PRINT NAME OF AGENT: _____

SEAL IF A CORPORATION

CHECKLIST – ENCLOSURES

Original and One (1) copy of proposal	_____
Business Registration Certificate	_____
Non-Collusion Affidavit	_____
Stockholder Disclosure	_____
Experience/Qualifications	_____
References	_____
Signed Proposal	_____