

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Mini-Bid
Greenway Project
Work Order: Safety and Security Needs Assessment and Recommendations
Originally Published: 4/4/23
Updated: 4/28/23

NOTE: All requirements and provisions of Request for Quotes: Master Plans and Designs, dated September 16, 2022 and updated September 27, 2022 and October 26, 2022, (RFQ) are incorporated herein and in effect for this Work Order.

OVERVIEW

The New Jersey Department of Environmental Protection (Department) issues this Mini-Bid to solicit quotes under the RFQ for activities necessary to further certain planning and design activities to facilitate the creation of comprehensive master planning and detailed design documents (Master Plan & Designs) for the development of the 9-mile abandoned rail corridor in Essex and Hudson Counties (Greenway).

Under this Work Order, the Department is seeking proposals for a safety and security needs assessment which shall inform the development of detailed recommendations, including costs, for short-term, interim steps the Department should take to address public safety and security of the Greenway prior to the development of the comprehensive Master Plan.

This Work Order is issued under Section 6.10 of the RFQ which allows the Department to conduct a Mini-Bid process to assign tasks to the retained consultant (Consultant). Consultants wishing to participate in this Mini-Bid shall submit a proposal based on the all-inclusive hourly rate submitted in response to the RFQ for the activities identified herein. The Department will select the proposal most advantageous to the State, price and other factors considered, for the Work Order.

PROJECT AREA

The Greenway consists of a long-dormant 8.63-mile rail line traversing two of the most densely populated counties in New Jersey and in the nation –Essex and Hudson Counties. Averaging 100 feet in width and encompassing approximately 135 acres, the Greenway passes through numerous, diverse commercial, industrial and residential neighborhoods in eight New Jersey communities (Montclair, Glen Ridge, Bloomfield, Belleville, Newark, Kearny, Secaucus, and Jersey City), crossing both the Hackensack and Passaic Rivers in the process.

The Department envisions development of the Greenway, in coordination with other State Agency partners, as a multimodal walking, biking, and transit corridor providing new, safe, and equitable opportunities for outdoor recreation and open space enjoyment, improvement of improve regional transportation and stormwater performance, and spur equitable economic growth and redevelopment in the surrounding in this heavily industrialized region. To maximize these opportunities, the Department acquired the corridor subject to appropriate reservations to allow use for transit, utility, and other economically beneficial uses consistent with the Greenway's underlying recreational purpose.

Additionally, due to the legacy of industrial pollution in the vicinity of the Greenway and dilapidation of existing infrastructure, its development for public use requires the implementation of appropriate remedial safety measures to allow for public use.

While access to the property is currently restricted, the Department intends to open a portion(s) of the Greenway for public use and enjoyment by the end of 2025. As the development of the comprehensive master plan will necessitate extensive planning and deep, robust community and stakeholder engagement, the Department expects to undertake a phased approach to development that prioritizes initial investments in stormwater infrastructure, remediation, safety, and security and initial supportive public amenities. This phased approach would work in parallel to the development of the comprehensive Master Plan with further improvements and amenities subsequently incorporated into the Greenway in accordance with the finalized Master Plan.

Background documentation for the Greenway can be found on collaborative Microsoft Teams sites:

Agency Landscape + Planning with NV5 - [Teams site link](#)

Arup - [Teams site link](#)

James Corner Field Operations - [Teams site link](#)

SCOPE OF WORK

While the Greenway is currently closed to visitors, the Department recognizes that properly securing the property is critical to both the protection of public safety and preventing unwanted trespass, including activities such as illegal dumping.

Accordingly, while the Department begins in its initial phase of stakeholder engagement, assesses remedial needs, and identifies stormwater management opportunities, it seeks assistance in the assessment of immediate safety and security needs and detailed recommendations, including costs, for short-term, interim steps the Department should take to address public safety and security of the Greenway while planning and development activities proceed (Security Needs Assessment and Recommendations).

The Consultant shall complete the scope of work as described herein.

The Consultant shall include in their response to this Mini-Bid the budget necessary to complete the scope of work. This budget is approximately \$500,000.

All project deliverables shall be submitted to Department for review in a timely manner. Consultant shall provide all deliverables in a format suitable for inclusion on the Department website.

The Consultant shall be responsible for completing the following tasks as soon as feasible and no later than **September 1, 2023**:

TASK 1 – SECURITY NEEDS ASSESSMENT AND RECCOMENDATIONS

The Consultant shall review relevant, available information to evaluate the immediate actions the Department can undertake to protect public safety and provide appropriate security on the Greenway including, but not limited to, additional signage, gates, fencing, bollards, call boxes, and cameras.

The Security Needs Assessment and Recommendations shall include: (1) onsite assessment of safety and security concerns; (2) identification of areas with the potential for frequent trespass or illegal unauthorized activities, including illegal dumping; (3) consideration of areas where restricted access would be appropriate; (4) other short-term challenges, opportunities and community needs; and (5) detailed recommendations, including cost estimates, to address the identified needs.

The Consultant shall provide a draft Security Needs Assessment and Recommendations Report to the Department for review, comment, and modification, as necessary, prior to finalization. The Department will return comments within one week or receipt.

To ensure effective communication within the region, any publicly distributed written materials requesting input and participation from the public will be translated into Spanish by the Consultant, as well as any other languages that may be recommended by the Consultant.

Deliverable(s)

- 1) Draft Report; and
- 2) Final Report, including consideration of comments received.

TASK 2 – MEETINGS, CONFERENCE CALLS, AND GENERAL PROJECT TEAM COORDINATION

The Consultant shall schedule regular meetings with the Department to monitor progress, raise issues and collaborate on the tasks set forth in this scope of work including, but not limited to the following:

- Project Kick Off Meeting(s) – Within seven (7) business days of receiving the notice to proceed on execution of this scope of work, the Consultant’s project manager and other key personnel shall participate in a project kick off meeting with the Department. At this meeting, contract requirements, timelines, and team member roles and responsibilities will be clarified.
- Status/Progress meetings – The Consultant shall meet with Department at least every two (2) weeks to report on the progress of all tasks for the duration of the project. The Consultant Team shall:
 1. Schedule all meetings;
 2. Prepare meeting agenda;
 3. Distribute a copy of the agenda to the meeting participants no later than two (2) business days prior to all meetings or conference calls; and
 4. Prepare meeting summaries and transmit to Department no later than two (2) business days after the meeting.
- Recommendation Presentation – Consultant shall present their final recommendations under Task 1 to the Department at least one week prior to submitting final Security Needs Assessment and Recommendations Report.

Deliverable(s)

- 1) Meeting summaries for Progress/Status meetings; and
- 2) Recommendation Presentation.

ADMINISTRATIVE REQUIREMENTS

In addition to the tasks identified above, the Consultant will comply with administrative requirements listed below in accordance with Department requirements.

Progress Reporting

The Consultant shall be responsible for reporting all project progress at least monthly, unless a different frequency is set by the Department and Consultant, during the duration of the Work Order. This requires:

1. Ensuring that all progress reports are submitted in a mutually agreed upon format and include the following:
 - a. Task Name or description per the Scope of Work;
 - b. Task Status;
 - c. Activities completed and anticipated for the next month; and
 - d. Percent completed.

Invoicing

The Consultant's project manager shall ensure that all requests for payment:

1. Include employee timesheets;
2. Are signed by the employee's supervisor;
3. Are supported by completed activities/tasks described in the monthly progress reports; and
4. Include the Invoice Summary Table.

Uploading documents to the Greenway Microsoft Teams Site

The Department will provide a Microsoft Teams site for each prequalified Consultant to collaborate on projects and serve as a repository for work products (links below). The Consultant shall ensure that all draft and final work products developed by the Consultant are uploaded to the site regularly, but at least monthly.

Agency Landscape + Planning with NV5 - [Teams site link](#)

Arup - [Teams site link](#)

James Corner Field Operations - [Teams site link](#)

SUBMISSION OF PROPOSALS

If a Consultant is not able to respond to this Mini-Bid due to a conflict of interest or scheduling issue, it shall decline participation in writing to Department within three (3) business days of receipt of the Work Order. Scheduling issues may include if the Consultant would not have capacity to execute this scope of work within the timeline required, due to capacity constraints resulting from ongoing or anticipated projects. Failure to decline as set forth herein or otherwise respond on time to this Mini-Bid shall disqualify the consultant from participation on this Mini-Bid but not on future Mini-Bids the Department may issue.

Consultants may submit questions no later than 12:00 p.m. April 11, 2023 to julia.wong@dep.nj.gov. Responses to questions will be emailed to all prequalified vendors.

One electronic copy of the proposal must be submitted to julia.wong@dep.nj.gov by 12:00 p.m. on May 5, 2023.

The proposal must include the following:

- a. A statement demonstrating why the Consultant is uniquely qualified to complete the scope of work;
- b. A detailed description of how the Consultant proposes to complete each task identified in the scope of work;
- c. Name, title, and qualifications of personnel that will be assigned to each task and their experience to complete it successfully;
- d. A schedule or timeline for completion of the specific tasks and deliverables set forth in the scope of work; and
- e. A comprehensive budget showing the person-hours proposed to complete the activities set forth in the scope of work. The budget shall be designed to reflect the tasks, sub-tasks, or other work elements required by this Work Order and shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the assignment. The budget shall be based on the all-inclusive hourly rate submitted in the Contractor's quote in response to the RFQ.

After review of all responses to this Work Order, the Department will select the proposal(s) most advantageous to the State, price and other factors considered.

The Department expects to assign this Work Order by **May 19, 2023**.