

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Mini-Bid
Greenway Project
Work Order: Stakeholder Engagement & Phased Development Recommendations
Originally Published: 4/4/23
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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 an initial community and stakeholder engagement plan and development of recommendations for the phased development of the Greenway, specifically focused on identification of the largest feasible contiguous portion of the Greenway appropriate for immediate development for public use to maximize value delivered to the public during 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

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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

Recognizing that development of this unique land asset requires partnership and coordination between relevant State agencies, counties, municipalities, and local stakeholders, including those whose mission is focused on advancing the causes of equity and environmental justice, as well as other appropriate parties with knowledge and experience in urban or linear park development, the Department seeks assistance in the development and implementation of a robust and multi-faceted community and stakeholder engagement plan to inform initial phased development of the Greenway.

The stakeholder engagement plan would be utilized to inform recommendations on: (1) sequencing of phased development and specifically identification of the area(s) most appropriate for initial remediation and public access development; (2) initial basic supportive public access amenities including surfacing, ADA-compliant access points, signage, parking, lighting, benches, restroom facilities and other supportive design features; and (3) other short-term challenges, opportunities and community needs.

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 \$900,000.

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 **August 18, 2023**:

TASK 1 – COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN

The Consultant shall review relevant, available information to gain an understanding of the Greenway host communities and surrounding areas, as applicable, including but not limited to demographics, land use, topography, hazard exposure, social and cultural assets, local economic drivers, property tax, transportation, and other critical issues to develop a proposed robust, multi-faceted, community and stakeholder-lead engagement plan (Engagement Plan) for Department review.

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Execution of the Engagement Plan will be led by the Consultant and designed to ensure community awareness and generate input and support for development of the Greenway. The Consultant shall propose a variety of innovative engagement methods to meaningfully engage a broad cross-section of community members in an equitable and inclusive manner that prioritizes direct engagement with members of the host communities and other socially vulnerable populations, responds to their unique circumstances and identifies representative community-based organizations for further future engagement efforts.

The Engagement Plan shall identify community-level engagement strategies and opportunities and demonstrate how engagement will be maintained throughout the process to maintain interest and participation from stakeholders. Engagement should not be limited to any single outreach or strategy and shall be executed using various platforms, media, or other techniques identified by the Consultant with appropriate supportive documents, maps, graphics, and other physical and online visuals. At minimum, the Consultant's outreach shall include a series of public meetings in the host communities. The Consultant should indicate the anticipated number of meetings and other engagement activities in its proposal accounting for the size and diversity of the region.

The Engagement Plan should be designed to solicit feedback from community members and other relevant stakeholders on: (1) sequencing of phased development and specifically identification of the area(s) most appropriate for initial remediation and public access development; (2) initial basic supportive public access amenities including surfacing, ADA-compliant access points, signage, parking, lighting, benches, restroom facilities and other supportive design features; (3) local government and community engagement and interest in and support for utilizing the Greenway; and (4) other short-term challenges, opportunities, and community needs.

The input generated from the Engagement Plan will be utilized to inform the recommendations required under this scope of work.

The Engagement Plan shall:

1. Detail the proposed methods of engagement, including topics and desired outcomes for each;
2. Include timing and schedule of all engagement efforts; and
3. Describe methods of engagement with additional key stakeholders to inform recommendations required under this scope of work.

The Consultant shall provide a draft Engagement Plan to the Department for review, comment, and modification, as necessary, prior to finalization. The Department will return comments within one week of receipt.

Deliverable(s)

1. Draft Engagement Plan for review by Department; and
2. Final Engagement Plan revised based on comments from Department.

TASK 2 – ENGAGEMENT PLAN EXECUTION

The Consultant will execute the approved Engagement Plan in accordance with the schedule and timing set forth therein.

The Consultant shall be responsible for developing outreach and communication materials for the project for Department review and approval.

To ensure effective communication within the region, all 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.

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Deliverable(s)

1. Meeting materials for Department review and approval;
2. Execution of Engagement Plan;
3. Tracking of outreach/engagement metrics throughout process; and
4. Meetings notes and summaries.

TASK 3 – PHASED DEVELOPMENT ASSESSMENT

The Consultant shall review relevant, available information to evaluate the remedial and recreational development challenges, constraints, and opportunities to assess appropriate phases of remediation and recreational development of the Greenway including assessment of structural integrity, accessibility, topography, compatibility with stormwater management solutions and other relevant present conditions. The evaluation should focus on identifying areas of the Greenway most appropriate for short, medium, and longer-term action in furtherance of a recommendation for immediate remediation and recreational development (Phase I) as well as additional development phases.

The Consultant’s Phase I development recommendation should identify the largest feasible contiguous portion of the Greenway appropriate for immediate development and public use to maximize value delivered to the public upon completion. The results of this assessment will be reflected in the recommendation report required under Task 4 below.

TASK 4 – RECCOMENDATION REPORT

The Consultant shall prepare a recommendation report (Recommendation Report) setting forth its recommendations regarding:

1. The area(s) of the Greenway most suitable for Phase I development, as well additional recommended development phases, as informed by both the assessments and community and stakeholder engagement activities conducted under this Work Order and shall specifically consider local government and community engagement, support and interest;
2. Initial basic supportive public access amenities including surfacing, ADA-compliant access points, signage, parking, lighting, benches, restroom facilities and other supportive design features; and
3. Other short-term challenges, opportunities, and community needs.

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

Deliverable(s)

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

TASK 5 – 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

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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 5 to the Department at least one week prior to submitting final Recommendation 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](#)

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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**.