

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION**Mini-Bid****Liberty State Park Project****Work Order: Phase 1B: Liberty State Park North (Audrey Zapp Drive to CRRNJ Terminal)****Published: 5/23/23**

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 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 the planning and design activities to facilitate the creation of comprehensive master planning and detailed design documents (Master Plan & Designs) for Liberty State Park (LSP).

Under this Work Order, the Department is seeking proposals to assess opportunities and prepare conceptual design alternatives for the near-term development of public amenities in the northernmost section of LSP along the Audrey Zapp Drive corridor, i.e., from the intersection of Johnston and Jersey Avenues to the Central Railroad of New Jersey (CRRNJ) Terminal Building as Phase 1B, described below. The assessment shall include alternatives for immediate development of public outdoor active recreation amenities, including multi-purpose athletic fields and support facilities, one or more playgrounds, outdoor community arts and cultural spaces including the potential for an amphitheater, and a structural evaluation and design alternatives for repurposing the CRRNJ train sheds as a covered outdoor community space.

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.

BACKGROUND & PROJECT AREA

LSP, located along the waterfront of Jersey City, Hudson County, is New Jersey's most visited State Park and an urban oasis with approximately five million visitors annually. It serves as both a national and international destination, offering access to and views of famous landmarks like the Statue of Liberty, Ellis Island, and the Manhattan skyline. Comprised of approximately 1,200 acres of State-owned lands and waters situated where the Hudson River meets the Upper New York Bay, LSP stands as one of the last contiguous open green spaces along the highly developed Northern New Jersey/New York City waterfront.

The historic Central Railroad of New Jersey (CRRNJ) Terminal building stood with the Statue of Liberty and Ellis Island to unfold one of this nation's most dramatic stories: the immigration of northern, southern and eastern Europeans, among others, into the United States. After being greeted by the Statue of Liberty and processed at Ellis Island, these immigrants purchased tickets and boarded trains at the Terminal that took them to their new homes throughout the United States. The terminal building is located in the northern portion of the park on Audrey Zapp Drive, and currently serves as both an event and public programming space, and also hosts the ticketing operation for Statue Cruises, the National Park Service's concessionaire for ferry operations to the State of

Liberty and Ellis Island.

The Department is pursuing a comprehensive Liberty State Park Revitalization Program that aims to restore and enhance natural features; provide active outdoor recreation amenities; add arts, cultural, and community spaces; expand passive recreation opportunities; improve transportation to and within the park; and improve and build resilience to climate change. The Program is organized in three parallel workstreams:

- Phase 1A: Environmental cleanup and restoration of the park's now off-limits interior section to include nature-based flood and climate resilience features, native habitats, scenic overlooks of the NJ/NYC harbor and skylines, bound together in a 5+ mile walking and running trail network.
- Phase 1B: Design of active outdoor public recreation amenities, arts and cultural spaces, and a community center at the park's northern end.
- Phase 2: Preparation of a holistic master plan for the phased improvement of the park's waterfront and southern areas, which would include development of an outdoor athletics hub within the park's interior section upon completion of the (Phase 1A) cleanup.

The end result of this phased approach would be a Liberty State Park that features active recreational, arts, and cultural development across more than 100 acres of its perimeter, and an open space and passive recreational central park at its heart that will provide flood resilience benefits to the surrounding developed features as well as to the host community west and north of the park itself.

Approximately 235 acres situated within the interior of LSP have been unavailable to the public for generations due to the contamination of environmental media from historic industrial activities in this area of New Jersey. For Phase 1A, the Department is currently pursuing a robust restoration and resilience project on portions of the interior as shown on the [map](#), also included in the Teams site reference folder.

Background documentation for LSP 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

To reach its full potential as a destination that serves both the members of its host community of Jersey City as well as visitors from far and wide, LSP requires a focused, coordinated, and timely approach to planning, improvement, management, and access.

In furtherance of this goal, on August 5, 2021, the Department created the Liberty State Park Design Task Force (Task Force) to engage a plurality of stakeholders and community members to provide advice and recommendations on its plans for the inclusion of active recreation amenities at LSP. The Task Force has provided significant feedback and input to the Department. The Liberty State Park Conservation, Recreation, and Community Inclusion Act (P.L.2022, c.45) established a reconstituted Task Force for a period of twenty-four months to further advise the Department on development of short and long-term actions to improve the remainder of LSP and directed the Department to develop a master plan that includes improvements to facilities, programs and amenities, creation of transportation and mobility services to ensure equitable public access, preservation of natural resources, and actions to improve climate resilience.

To demonstrate its commitment to immediate furthering implementation of the Task Force's

recommendations and the statutory charge of developing short term improvement actions, the Department has identified certain areas as part of Phase 1B of its Liberty State Park Revitalization Program as suitable for immediate development of public amenities as depicted on the map as “public amenity areas” in the Teams site reference folder.

Similarly, the Department has identified the Terminal Building, particularly the train sheds that are in a state of disrepair, as suitable for assessment and redevelopment as a public gathering space and amenity to support public use and access.

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 29, 2023**:

TASK 1 – PUBLIC AMENITIES & ACTIVE RECREATION FACILITIES

The Consultant shall review relevant, available information, including all information related to the Task Force and the Department’s associated recommendations to evaluate challenges, constraints, and opportunities for development of public amenities, including for active recreation, in the northern area of the park (Phase 1B). This task shall focus on the area primarily along the Audrey Zapp Drive corridor, running from the northwestern most portion of park adjacent to the New Jersey Turnpike to the northeastern corner of the park at the CRRNJ Terminal Building. The assessment shall include alternatives for immediate development of public outdoor active recreation amenities, including multi-purpose athletic fields and support facilities, one or more playgrounds, and outdoor community arts and cultural spaces including the potential for an amphitheater.

The evaluation shall:

1. Be consistent with and responsive to the Department’s evaluation of the Task Force’s recommendations and local community recreational deficits and needs, including public input surveys previously conducted by the Department, and informed by any additional public engagement deemed necessary by the Consultant;
2. Consider accessibility, parking and other necessary supportive amenities;
3. Avoid, minimize, and mitigate potential environmental impacts; and
4. Consider ways to complement and integrate amenity development with the existing aspects of LSP and, specifically, the Interior Restoration Project.

As a result of this evaluation, the Consultant shall prepare and present a Zapp Drive Amenity Development Recommendation Report that includes three to six concept design alternatives for the areas with evaluation, screening, and refinement of alternatives to lead to the selection of a single preferred alternative.

The Consultant shall provide a draft Zapp Drive Amenity Development 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.

Upon acceptance by the Department, the Consultant shall prepare final detailed design and engineering plans necessary for implementation of the selected alternative.

Deliverable(s)

1. Draft Zapp Drive Amenity Development Recommendation Report; and
2. Final Zapp Drive Amenity Development Recommendation Report, including consideration of comments received.

TASK 2 – EVALUATION OF CRRNJ TERMINAL BUILDING TRAIN SHEDS

The Consultant shall review relevant, available information to evaluate the redevelopment challenges, constraints, and opportunities associated with the potential transformation of the CRRNJ Terminal Building and train sheds as a public gathering space and amenity to support public use and access to LSP. Examples of potential uses could include a covered outdoor community gathering, arts and culture space, as well as concessions and other amenities to support and drive visitation and public engagement and enjoyment at LSP.

The evaluation shall:

1. Be consistent with and responsive to the Department’s evaluation of the Task Force’s recommendations and local community recreational deficits and needs;
2. Consider strategies to maintain and enhance the historic character and significance of the space consistent with historic preservation standards;
3. Consider accessibility, parking and other necessary supportive amenities;
4. Avoid, minimize, and mitigate potential environmental impacts; and
5. Consider ways to complement and integrate public active recreation development with the existing aspects of LSP building from 2000/2012 studies and, specifically, the Interior Restoration Project.

The evaluation shall include an examination of the existing structural integrity and potential constraints to redevelopment, and the development and presentation a Terminal Recommendation Report that includes three to six concept design alternatives for the space. The alternatives development shall include the evaluation, screening, and refinement of alternatives to lead to the selection of a single preferred alternative.

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.

Upon acceptance by the Department, the Consultant shall prepare final detailed design and engineering plans necessary for implementation of the selected alternative.

To ensure effective communication within the region, any publicly released 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 Terminal Recommendation Report;
2. Final Terminal Recommendation Report, including consideration of comments received; and
3. Design and Engineering Plans for selected alternative.

TASK 3 – BRANDING AND COMMUNICATIONS

The Consultant shall develop branding guidelines and a plan for communications following completion of Task 1 and Task 2. Branding should consider Liberty State Park’s identity, image, culture, and personality. The communications plan will be carried out by the Department following receipt of the final Zapp Drive Amenity Development Recommendation Report and final Terminal Recommendation Report.

Deliverable(s)

1. Draft branding guidelines;
2. Final branding guidelines; and
3. Communications plan.

TASK 4 – 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 their final recommendations under Task 3 to the Department at least one week prior to submitting final Zapp Drive Amenity Development Recommendation Report and Terminal 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 shall 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 LSP 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. 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 the 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.

Consultants may submit questions no later than 12:00 p.m. May 30, 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 June 13, 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 **June 27, 2023**.