

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Mini-Bid Greenway Project Work Order: Design Coordination & Construction Management Published: 9/5/23

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 development of the 8.63-mile abandoned rail corridor in Essex and Hudson Counties (Greenway) into a linear State Park.

Under this Work Order, the Department is seeking proposals for a consultant to facilitate the coordination of the deliverables produced from the Department's Stakeholder Engagement & Phased Development Recommendations, Remedial Investigation and Design, Stormwater Infrastructure, and Safety and Security Needs Assessment and Recommendations Work Orders issued during Phase 1A of Greenway development into a Phase 1B Design Plan, execute the Phase 1B Design Plan through Coordinated Construction Management efforts, and create a broader Greenway Design Plan that outlines future phases of Greenway development. Phase 1A deliverables will be shared with selected Consultant(s) as they become available and no later than November 1, 2023.

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.

The Department will consider joint proposals from Consultants.

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 regional transportation and stormwater performance, and spurring equitable economic growth and redevelopment 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. The Department developed a Mini-Bid to solicit recommendations for Stakeholder Engagement Plans to effectively communicate with relevant stakeholders, including the surrounding communities, in the Consultant Teams – Scope of Work and Request for Quotes for Regional Projects

development of the Greenway.

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. The Department developed a Mini-Bid to solicit recommendations for a Remediation Plan that includes a comprehensive evaluation of relevant impacts and a remedial activity plan designed to protect the health and welfare of surrounding communities and the environment as part of the initial development of the Greenway. The Department also developed a Mini-Bid for a Stormwater Infrastructure Plan, which would be designed to reduce combined sewer overflows (CSOs) and implement feasible green infrastructure techniques (Stormwater Infrastructure Plan) in an effort to increase stormwater capture and manage discharge rates during major storm events. Lastly, the Department developed a Mini-Bid for a Security Needs Assessment and Recommendations Report that reviews and evaluates data and current conditions, and ultimately assess and recommend short- and long-term safety and security considerations along the Greenway.

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. The Department expects to undertake a phased approach to development, informed by robust community and stakeholder engagement, that prioritizes initial investments in stormwater infrastructure, remediation, safety and security, and initial supportive public amenities. The selected development area(s), length, and degree of buildout of Phase 1B will be determined by the Department based on Phase 1A deliverables.

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 the retention of multiple Consultants with distinct areas of expertise, and that coordination between those Consultants is necessary to develop an efficient and feasible final design for the Greenway, the Department seeks assistance in development and execution of a Phase 1B Design Plan and Greenway Design Plan to facilitate the development of the Greenway.

Joint proposals submitted by multiple Consultants (teams of two or three consultants) will be accepted to satisfy this request, in addition to individual proposals.

The Phase 1B Design Plan will build from Phase 1A and Department recommendations and produce an actionable construction plan to open the initial Phase 1B section of the Greenway by the end of 2025.

The Greenway Design Plan shall inform further Greenway design and development on: (1) design standards for the entirety of the Greenway; (2) sequencing of future Greenway development taking into consideration remediation requirements, stormwater infrastructure, short- and long-term safety and security requirements, infrastructure rehabilitation/reconstruction, other State agency projects, community needs, and other challenges and opportunities; (3) feasible design alternatives for Greenway phased development; and (4) communication and coordination among retained Consultants cross-State Agency;

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

Consultant Teams – Scope of Work and Request for Quotes for Regional Projects

The Consultant(s) shall include in their response to this Mini-Bid the budget necessary to complete the scope of work. This budget is approximately \$1,500,000.00.

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

The Consultant(s) shall be responsible for completing the following tasks by the dates noted under each Task.

TASK 1 – PHASE 1B DESIGN PLAN

The Consultant(s) shall review the Phase 1A deliverables (Stakeholder Engagement/Phased Development, Remediation, Stormwater, and Safety and Security) and the Department's determination of the area(s) of Phase 1B development of the Greenway. Building upon the deliverables, Consultant(s) will develop a Phase 1B Design Plan, including a plan for coordinated efforts between State agencies and final design documents for selected development area(s). The selected development area(s), length, and degree of buildout will be communicated to the Consultant(s) by November 10, 2023. The recommendations should be provided to the Department for Department review as a Phase 1B Design Plan.

Execution of the Phase 1B Design Plan will be led by the Consultant(s) under Task 2 and is designed to ensure effective cooperation and integrated planning for each independent facet of Greenway development by each previously retained Consultant. The Phase 1B Design Plan should include reporting procedures and a framework for timing for Phase 1B Greenway development, ensuring that the project can continue to move forward while meeting the goals and objectives contained in each of the accepted plans under the existing Work Orders.

The Phase 1B Design Plan shall:

1. Incorporate the Phase 1A deliverables into the area(s) of Phase 1B development as determined by the Department;
2. Include all necessary construction and design documents and drawings, including alternatives, as applicable;
3. Include an implementation and construction schedule starting early 2024 that can be used to guide construction through Phase 1B opening by the end of 2025;
4. Detail communication strategies for the Department's continued community engagement and messaging on Greenway development; and
5. Include reporting protocol that will ensure the Department, other State agencies, key stakeholders as identified by the Department, and retained Consultant(s) are kept up-to-date on the current status of the Greenway project.

The Consultant shall provide a Draft Phase 1B Design 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 Phase 1B Design Plan for review by Department; and
2. Final Phase 1B Design Plan, including consideration of comments received.

The Consultant shall be responsible for completing Task 1 as soon as feasible and no later than **December 31, 2023**.

TASK 2 – COORDINATED CONSTRUCTION MANAGEMENT

The Consultant(s) will execute the approved Final Phase 1B Design Plan in accordance with the schedule and timing set forth therein as part of their Coordinated Construction Management. Groundbreaking and construction shall be planned to commence in early 2024, as weather allows. Construction will conclude with the opening of the Phase 1B section of the Greenway by the end of 2025.

Coordinated Construction Management shall include, as directed by the Department:

1. Day to day oversight of construction progress;
2. Adherence to project schedule;
3. Review and evaluation of any necessary change orders or design modifications;
4. Review and evaluation of any potential modifications to project budget and scope;
5. Management of interaction between construction contractor and Department;
6. Evaluation of project progress to ensure completion by end of 2025; and
7. Final sign off that project was completed in accordance with Phase 1B Design Plan.

Deliverable(s)

1. Execution of the Final Phase 1B Design Plan.

The Consultant shall be responsible for completing Task 2 as soon as feasible and no later than **December 31, 2025**.

TASK 3 – GREENWAY DESIGN PLAN

The Greenway Design Plan is broader and more encompassing than the Phase 1B Design Plan, and shall be designed to ensure that deliverables from Phase 1A Work Orders are combined in a manner that promotes efficiency and achieves the objectives of each Work Order deliverable, as well as the Greenway as a whole. The Phase 1B Design Plan shall be included in the Greenway Design Plan as an appendix. The Greenway Design Plan will set forth recommendations to be used in the development of the Greenway's Master Plan, to be created by the Greenway Commission or other entity.

The Greenway Design Plan shall inform further Greenway design and development on:

1. Design standards for the entirety of the Greenway;
2. Sequencing of future Greenway development taking into consideration remediation requirements, stormwater infrastructure, short- and long-term safety and security requirements, infrastructure rehabilitation/reconstruction, other State Agency projects, community needs, and other challenges and opportunities;
3. Feasible design alternatives for Greenway phased development; and
4. Communication and coordination among retained Consultants cross-State Agency;

The Consultant(s) shall review each of the deliverables submitted under the prior/existing Work Orders to incorporate the remedial, stormwater, safety and security, and recreational development challenges, constraints, and opportunities into phased development analysis and recommendation. The evaluation need not include the area(s) under Phase 1B, and should incorporate the Consultant(s) assessments of the areas of the Greenway most appropriate for short-, medium-, and longer-term action and development, detailing approximate cost, length of time to execute, and degree of complexity for each area of development.

The Consultant shall provide a Draft Greenway Design Plan to the Department for review, comment, and modification, as necessary, prior to finalization. The Department will return comments within two weeks of receipt.

Deliverable(s)

1. Draft Greenway Design Plan; and
2. Final Greenway Design Plan, including consideration of comments received.

The Consultant shall be responsible for completing Task 3 as soon as feasible and no later than **June 30, 2024**.

TASK 4 – MEETINGS, CONFERENCE CALLS, AND GENERAL PROJECT TEAM COORDINATION

The Consultant(s) 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 – unless an alternate frequency is determined to be appropriate by the Department and Consultant(s) – to report on the progress of all tasks for the duration of the project. The Consultant Team shall:
 - Schedule all meetings;
 - Prepare meeting agenda;
 - 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
 - Prepare meeting summaries and transmit to Department no later than two (2) business days after the meeting.
- Final Plan Presentations – Consultant shall present their final Phase 1B Plan under Task 1 and final Greenway Design Plan under Task 3 to the Department at least one week prior to submitting final Phase 1B Design Plan and final Greenway Design Plan.

Deliverable(s)

1. Meeting summaries for Progress/Status meetings;
2. Final Phase 1B Design Plan presentation; and
3. Final Greenway Design Plan presentations.

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, for 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. September 8, 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 September 22, 2023.

The proposal must include the following:

1. A statement demonstrating why the Consultant is uniquely qualified to complete the scope of work;
2. A detailed description of how the Consultant proposes to complete each task identified in the scope of work;
3. Name, title, and qualifications of personnel that will be assigned to each task and their experience to complete it successfully;
4. A schedule or timeline for completion of the specific tasks and deliverables set forth in the scope of work; and
5. 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.

Please note that the Department will accept joint proposals to this Mini-Bid.

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 **October 6, 2023**.