



Borough of Madison  
Hartley Dodge Memorial  
50 Kings Road  
Madison, NJ 07940

Department of Engineering  
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## **Borough of Madison, Morris County, New Jersey Waverly Place Redevelopment Request for Proposal for Professional Services August 18, 2021**

The Borough of Madison seeks to engage an experienced Landscape Architecture firm with relevant experience with similar suburban downtown streetscape projects. The project involves improvements adjacent to NJ State Highway – Route 124 and experience with the NJ Department of Transportation is essential.

The successful firm will be a prime participant in the presentation of alternate plans to the governing body, business owners, public, approving agencies, funding partners and other stakeholders. Traditional streetscape design elements will include curb and sidewalk design, street trees, lighting, sound, street furnishings (benches, trash receptacles, bike racks) etc. A completed survey of the Waverly Place corridor is available to all respondents. The Borough is requesting a proposal for the following scope of services:

### **Phase I – Concept Development / Public Outreach**

This phase will include presentation of the project at public meetings in a design charrette process. We anticipate three (3) public meetings with project stakeholders including the governing body, downtown development commission, historic preservation commission, chamber of commerce, business owners and residents.

Based on comments and input received through these meetings, two (2) preliminary concept sketches shall be prepared. The sketches shall be reviewed and refined with the design team and a final concept plan shall be developed. Documents to be provided in this phase shall include the preliminary sketches, final concept, information on streetscape elements including lighting, benches, landscape features, site amenities, etc. Two (2) project meetings are anticipated during this phase.

### **Phase II – Design Development - Preliminary and Final Design / Construction Documents**

This phase shall include the further refinement of the approved final concept plan into a preliminary design plan. Coordination with the design team including civil, electrical and other professionals will be required. Two (2) project meetings shall be included during design development. Following approval of the preliminary design, final design plans and construction documents shall be prepared. Final design documents shall include layout and dimensioning plans, construction details, lighting plans (excluding electrical design), planting plans, site furnishings. In addition to the construction documents, two (2) 3-D photo realistic colored renderings shall be provided for public review. Two (2) project meeting shall be included in the final design / construction documents phase.



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## Submission of Proposals

It is the intent of the Borough of Madison to identify all possible work activities and related costs prior to award of a proposal. The interested Vendor shall schedule a guided project site visit with the Administrative Offices, on which day clarifications of proposal scope may also be requested. If clarifications are required in writing, responses will be forwarded within two weeks of request. In the submission of technical and cost proposals, the Vendor shall include:

1. An understanding of the requirements. Any contract with the Borough of Madison will specifically reference the proposal and services must be provided to address all elements of the project. Services requested but not included must be listed as out of scope.
2. A budgetary cost for services requested. Costs shall be broken down per subcontracted services and then further broken down into defined task(s). Per diem or hourly rates defining tasks and out-of-pocket expenses for completing tasks, including travel, printing costs, office expenses, etc.
3. Information for the firm, including name of firm, address and telephone numbers, year established, present manpower, name and qualifications of key contact person and project manager, other personnel who will be involved with the project and professional liability insurance coverages. NJ Business Registration and W-9 form also required.
4. Schedule showing performance timeframes for each task.

The response to this professional services request for Improvements planning, design, and implementation, are to be delivered in sealed envelope(s) to the Office of the Borough Engineer, Hartley Dodge Memorial Building, 50 Kings Road, Madison, New Jersey 07940 no later than 3:00 PM, Friday, August 27, 2021. Electronic submission via e-mail shall be acceptable.

## Evaluation of Proposals

Those professional firms receiving this request for detailed technical and cost proposal are required to have qualifications uniquely suited for the project concept, scope and complexity. Each of the considerations requires a uniquely qualified individual to be identified in the proposal. Qualifications of all project team subconsultants and key individuals will be required. The Borough will evaluate submitted proposals based upon the following criteria:

1. Competence of technical response to request.
2. Site specific nature of technical response and flexibility to meet local needs.
3. Oral presentation/follow-up of proposal.
4. Ability of entire project team to meet timeframes.
5. Fees.

Thank you for your interest in working with the Borough. This request for proposal process is intended to identify the best possible team for completing this project in a timely, complete and cost effective manner.