

Request for Qualifications (“RFQ”) to provide Geographic Information System Services

RFQ Issued: November 28, 2023

Submittal Deadline: December 29, 2023 at 4:00 pm

I. Purpose and Intent

The New Jersey Highlands Council (“Council”) is tasked with implementing the New Jersey Highlands Water Protection and Planning Act (the “Highlands Act”) and adopting and periodically updating the Regional Master Plan (RMP). The Council issues this Request for Qualifications (“RFQ”) intending to select one or more consultants (“Consultants”) to perform the Scope of Services as described in Section II.

- A. The Council will designate one or more Consultants to provide Geographic Information System (GIS) services.
- B. The Consultant(s) selected to provide GIS services must comply with all local, State and federal laws, rules and regulations applicable to the engagement and to the services to be performed thereunder.
- C. The contract period shall be for 3 contract years at an amount not to exceed \$25,000 for each contract year (for each selected consultant). The Contract may be extended for a maximum of two (2) years following the initial 3 year contract term.
- D. Minimum qualifications: The Council seeks a Consultant with substantial experience with GIS, report design, and familiarity with the Highlands Act, the RMP, the Highlands Council interactive maps and the RMP’s composite data layers.

II. Scope of Services

The Consultant(s) selected to provide GIS Services may be required to:

- A. Provide general GIS Services, including data management and data analysis as may be required by the Highlands Council.
- B. Create and document metadata for all work performed on any mapping, RMP or other data layers.
- C. Provide skilled support in report design (Adobe InDesign or similar software expertise). *For an example please see the [Highlands Council Municipal Fact Book](#) designed using Adobe InDesign.*

III. RFQ Submittal Requirements

- A. Responses must include the following items:
 - 1. **Contact Information:** Provide the name and address of the Consultant, the name, telephone number, facsimile number and electronic mail address of the individual(s) responsible for preparation of the response who may be contacted in the event of

questions or notification, and the location of the office, if other than that shown above, at which the services to be provided hereunder will be performed.

2. **Statement of Qualifications:** Provide the following:
 - a. Type of business (e.g. corporation, limited liability company, 501(c)(3));
 - b. Number of years in business and number of years providing relevant services;
 - c. Type of services provided;
 - d. Description of your firm's past experience that is most relevant to this RFQ;
 - e. Detailed organizational chart; and
 - f. Explanation of the experience of each member of the Consultant's team assigned to perform the Scope of Services, including experience with similar work, key personnel qualifications and relevant experience. Resumes of all qualified professionals who will be responsible for assisting with or completing assigned tasks shall be provided.
3. **Work Examples:** Provide at least three (3) examples of previous projects, work product, publications or reports demonstrating direct experience with the type of work outlined in the Scope of Services in Section II above.
4. **Staffing Plan:** Provide an organizational structure (flow chart), showing all personnel who will work on executing the Scope of Services, including the identity of any alternate personnel, sub-consultants or sub-contractors the Consultant intends to utilize to perform the Scope of Services.
5. **Sub-contractors:** If applicable, submit a statement of Consultant's intent to sub-contract. If sub-contractors, sub-consultants or any alternate personnel are to be utilized in the performance of the Scope of Services, list each sub-contractor and identify responsibilities, tasks, schedule, and costs and provide resumes of key personnel. All sub-contractors must be approved by the Highlands Council prior to utilization of the sub-contractor. The Consultant is fully responsible for any sub-contractor.
6. **Statement of Availability:** Provide an affirmative statement detailing the Consultant's availability over the next year and its ability during that time to work interactively with Highlands Council staff at our offices in Chester, NJ.
7. **Litigation/Disciplinary Action:** If the Consultant, or any principal therein (in his or her official capacity with the Consultant), has been engaged in any litigation as a defendant involving a sum of \$100,000 or more and/or subject to any professional disciplinary action over the last three years, provide a description of the litigation and/or disciplinary action.

8. **References:** Provide no less than three (3) references, including at least two (2) clients for whom services have been provided within the past three years regarding efforts similar to those outlined in the Scope of Services in Section II above. Provide the contact names, positions and phone numbers for representatives of each entity listed as a reference. The Highlands Council reserves the right to contact references for information that may be used in the evaluation process.
9. **N.J. Business Registration Certificate.** Pursuant to N.J.S.A. 52:32-44, the Consultant must provide proof of valid business registration with the Division of Revenue in the Department of Treasury.
10. **Acceptance of Contract Terms.** A statement certifying that the Consultant has no existing or foreseen conflicts to perform the services requested by the Highlands Council as envisioned under the above Scope of Services and accepts the Council's Contract Standard Terms and Conditions attached as *Appendix D*.
11. **Certifications/Disclosures.** The Consultant must provide certification and disclosure documents in compliance with Public Law 2005, Chapter 51; Public Law 2005, Chapter 271; and Executive Order 129 (codified as P.L. 2005, c. 92). Certification forms relating to these provisions are attached hereto as Appendices A, B, and C respectively.

B. Rate Schedule: The response must include:

A rate schedule that details fully loaded hourly rates for each staff member or position.

Note: All direct expenses shall be billed at cost.

C. Submittal Requirements: Responses, including Statement of Qualifications, Rate Schedule and all certifications must be received no later than **4:00 p.m. December 29, 2023**. Responses must be submitted via email to Gabrielle Gallagher, Chief Counsel at gabrielle.gallagher@highlands.nj.gov. Late responses will not be considered.

IV. Restrictions on Communications with Highlands Council Staff

Any questions regarding this RFQ must be submitted via email to Gabrielle Gallagher, Chief Counsel at gabrielle.gallagher@highlands.nj.gov. Respondents to this RFQ are instructed not to communicate in any other manner than as set forth immediately above with any other representatives of the Highlands Council during the submission process, and not to communicate with any representatives of the Highlands Council during the selection process for this contract, unless such communication was initiated by a representative of the Highlands Council in connection with any request for clarification to a response. In the event that any Addenda or clarifying communication arises out of a question submitted by a respondent or Consultant, the said clarification and response or Addendum shall be issued to all respondents. Only the interpretations and/or corrections issued as a written Addendum to the RFQ by a representative of the Highlands Council shall be binding. No other source is authorized to give information regarding any explanation or interpretation of the RFQ.

V. General Requirements and Information

- A. If submitted by a corporation (joint venture, associated consultants, etc.), the response shall be signed by a corporate officer authorized to do so. If submitted by an individual, that individual shall sign the response. If the Consultant is a general partnership, one or more of the partners shall sign. If a limited partnership, the managing partner or general partner shall sign.
- B. The Highlands Council reserves the right to require the submission of additional information regarding experience and qualifications as it may deem necessary, and may consider any available evidence on the financial, technical or other qualifications and abilities of the Consultant.
- C. This RFQ does not commit the Highlands Council to award a contract to any respondent or Consultant or to pay any costs incurred in the preparation or mailing of the response.
- D. The Highlands Council reserves the right to reject all responses, or abandon all or part of the Scope of Services prior to award of any contracts, pursuant to N.J.S.A. 13:20-1 et seq. Responses may be rejected for any or all of the following reasons:
 - Not responsive to this RFQ;
 - Consultant is not authorized to do business in the State of New Jersey;
 - Failure to include any required information with the submittal; and/or
 - Failure to disclose any existing or potential conflict of interest.
- F. The Highlands Council reserves the right to waive any and all irregularities and informalities in the responses, and to request clarification of qualifications prior to qualifying a Consultant.
- G. If awarded the contract, the selected Consultant shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. regarding affirmative action.
- H. After the receipt of responses, the Highlands Council reserves the right to negotiate with any number of Consultants it chooses in its discretion prior to awarding a contract.
- I. Documents/information submitted in response to this RFQ generally shall be available to the public except as permitted by the common law, and State law, including the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

VI. Consultant Selection Process

- A. Based upon the responses, taking into consideration staff's recommendation, and its own determination as to which response is most advantageous to the needs of the Highlands Council, the Council may issue a contract award. In selecting the most qualified Consultant(s) for the services set forth in this RFQ, the Highlands Council will consider the following:
 1. The background, qualifications, skills, and experience of the Consultant and its staff;
 2. The Consultant's degree of expertise concerning the area at issue;
 3. The rate or price to be charged by the Consultant;
 4. The Highlands Council's prior experiences with the Consultant;

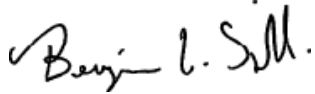
5. The Consultant's familiarity with the work, requirements, and systems of the Highlands Council;
 6. The Consultant's references;
 7. Interviews with prospective Consultants;
 8. Geographical location of the Consultant's offices; and
 9. Familiarity with all applicable State and federal laws and regulations.
- B. Upon selection of the qualified Consultant(s), the Highlands Council and each Consultant will negotiate a professional services contract, on a time and materials basis. The professional services contract will include the Highlands Council's Professional Services Contract Standard Terms and Conditions, which are attached hereto as Appendix D.
- C. The total cost for each Consultant shall not exceed \$25,000 per contract year.

VII. Term and Termination

- A. The term for the provision of GIS Services made pursuant to this RFQ will be for a period of three contract years with a possible extension of up to two years, or until such time as the Council designates a new list of consultants for GIS Services, and for a sufficient period to complete all matters for which the firm has been retained.
- B. The Council may remove for convenience a selected Consultant, upon written notice to the Consultant. Other than this written notice, nothing in this RFQ creates any rights, entitlements, privileges, or presumptions in favor of a Consultant that would constrain the Council's authority to remove a Consultant from the approved list.
- C. Upon receipt of the written notice of termination, the Consultant shall not proceed with any item of work, unless specifically authorized to do so in writing. In such a case, unless mutually agreed to by the parties, the Consultant will not be entitled to payment for any services provided after the effective date of such termination.

If there are any questions regarding this Request for Qualifications, please contact Gabrielle Gallagher, Chief Council at gabrielle.gallagher@highlands.nj.gov.

NEW JERSEY HIGHLANDS COUNCIL



Benjamin L. Spinelli, Esq.
Executive Director

Dated: 11/28/2023