

**Request for Proposals for Consulting Services
For the Identification and Nomination of Eligible Historic Resources
within the Powerhouse Arts District Redevelopment Plan Area
To the Municipal, State and National Registers of Historic Places**

I. Introduction:

The City of Jersey City, New Jersey is the county seat of Hudson County and is located on the Hudson River, south of Hoboken and west of New York City. Due to the City's proximity to major rail and shipping transportation lines and the abundance of both skilled and unskilled workers, Jersey City was an important industrial, manufacturing, and distribution center in the late nineteenth and early twentieth centuries. Several historically and architecturally important resources from this period remain within the boundaries of the present *Powerhouse Arts District Redevelopment Plan Area*.

The City of Jersey City currently has four municipal state and national historic districts and several individual municipal landmarks, some of which are also on the State and National Registers. The districts, located close to the proposed study area are in the downtown area and are primarily residential. The proposed identification of industry and commerce related resources within the Powerhouse Arts District Redevelopment Plan Area will help to highlight Jersey City's industrial history and designation will enable municipal protection of the resources while allowing for and encouraging rehabilitation.

After the presentation of reports to the Jersey City Historic Preservation Commission, Jersey City Planning Board and the Municipal Council, the *Warehouse Historic District* was established in 2005. Due to a technicality in the makeup of the Historic Commission's appointments, the district's designation was ruled invalid by a Superior Court ruling in 2007. In the interim, one of the district's pivotal elements (111 First Street) was demolished and new, mixed-use, high-rise zoning was adopted for that site. To date, no specific plans for this site have been presented nor approved.

II. Intent:

The City of Jersey City (the City) is seeking a consultant to conduct an eligibility analysis for the creation of a potential municipal, state and national register historic district, or to add individual buildings within the study area to the municipal, state and national registers. The analysis will be confined to the area of the *Powerhouse Arts District Redevelopment Plan Area* and the former *Warehouse Historic District*. (See Appended Map) The analysis will consider approximately twelve buildings and the surrounding streets for landmark status. (See Appended List of Proposed Resources)

Additionally, based on this analysis, the City's consultant shall prepare a National Register of Historic Places Nomination for the identified eligible district **or** for each of the individual identified eligible buildings within the Powerhouse Arts District Redevelopment Plan Area. This [these] nomination[s] shall be used in order to apply for the inclusion of the identified eligible resources on the Municipal, State, and National Registers of Historic Places.

The consultant shall be responsible for the identification of resources and submission of the completed nomination[s] to the Jersey City Historic Preservation Commission, the Jersey City Planning Board and the Jersey City Municipal Council. Concurrently, the consultant shall also be responsible for submission of the nomination[s] to the New Jersey State Historic Preservation Office, any revisions required by the SHPO, as well as presentation to the State Review Board.

Available resources regarding the history of the buildings are located in, but are not limited to, the Jersey City Public Library, New Jersey Room, The New York Public Library, the Jersey City Tax Assessor's Office, and the New Jersey State Archives. Staff of the Division of City Planning and the City's Historic Preservation Officer shall be available for aid in finding documentary and photographic resources if necessary and for general consultation. The Nomination Report by Richard James for the Warehouse District is appended for additional information and research.

III. Goal of Historic Preservation Consultant

To achieve municipal, as well as state, and national register status for the remaining architecturally and historically significant buildings within the boundaries of the former Warehouse Historic District and Rehabilitation Zone of the Powerhouse Arts District Redevelopment Plan area either as components of a district or individually.

IV. Role of the Historic Preservation Consultant

1. Complete an eligibility assessment of significant buildings within the Powerhouse Arts District Redevelopment Plan Area for inclusion on the Municipal, State and National Registers.
2. Provide a written report of this assessment including recommendation for rehabilitation pursuant to the Secretary of the Interior's Standards for Rehabilitation.
3. Prepare and provide all supporting documentation, including but not limited to: new photographs, gathering of period photographs, structural condition and architectural analysis, and other information necessary to complete the National Register Nomination[s].
4. Complete and submit the National Register of Historic Places Nomination[s] for each eligible building or for the district as a whole.
5. Conduct application presentations, including meeting attendance, public hearings, and testimony when requested at both the local municipal and state hearings.
6. Coordinate work with the Jersey City Historic Preservation Officer (JCHPO), and the staff of the Division of City Planning.
7. Provide necessary advice and assistance on the project and the National Register Application Process as directed by the JCHPO.

V. Outline of Consultant's Responsibilities:

1. The Consultant will assemble and review all available existing architectural and historical information available on the determined eligible historic resources within the study area.
2. Based on site, photographic, and written evidence, the Consultant shall determine whether designation of a historic district is feasible, or alternatively whether or not thematic or individual designations of identified eligible historic resources is preferable. If possible, it would be the City's preference to establish a historic district rather than individual designations; however, individual designations may also be sought for pivotal resources. The Consultant will assemble and review all available existing architectural and historical information available on the determined eligible historic resources within the study area.

The Consultant will conduct all historical research required for the documentation of historical significance and the description of the resources for the nominations (Section 7 and Section 8 of the National Register Nomination).

3. The Consultant will prepare the National Register Nomination Forms for the eligible resources. The nominations shall be completed according to the standards of the National Park Service's Bulletin 16A and with the New Jersey State Historic Preservation Office's (NJSHPO's) guidance. Special attention must be taken so that the submitted nominations conform to the NJSHPO's Preparer's Checklist for National Register Nominations. A draft of the reports must be submitted to the attention of the JCHPO, for periodic review, and a draft of the entire nomination must be submitted for review by the JCHPO prior to final submission.
4. The final versions of the nomination[s] shall be completed and submitted to the JCHPO for presentation by the consultant to the Jersey City Historic Preservation Commission (HPC) within 90 days of the date the contract is executed by the City's Business Administrator. The findings and recommendations of the HPC shall be presented to the Jersey City Planning Board by the consultant within 30 days of a decision by the HPC on a recommendation to the Planning Board. The findings and recommendation of the Planning Board shall be presented to the Jersey City Municipal Council by the consultant within 30 days of a decision by the Planning Board's on a recommendation to the Municipal Council.
5. Presentation of the nomination[s] before the Jersey City Historic Commission, the Jersey City Planning Board and the City Council shall be the responsibility of the Consultant in conjunction with the JCHPO and the Director of the Division of City Planning.
6. The final versions of the nomination[s] shall be completed and submitted to the NJSHPO for presentation to the State Review Board within 120 days of the of the date the contract is executed by the City's Business Administrator.

7. Presentation of the nomination[s] before the State Review Board shall be the responsibility of the Consultant.
8. Aside from the copies required by the State Review Board THREE copies of the final version of the nomination[s], with any corrections, amplifications, or other editorial changes requested by the State Review Board or its staff and/or agents shall be filed with City offices: One copy of the final version of the nomination shall be sent to the Division of City Planning c/o Historic Preservation Commission: Attention Dan Wrieden; one copy shall be sent to the Department of Housing Economic Development & Commerce: Attention: Carl Czaplicki and one copy shall be sent for filing in the Jersey City Public Library, New Jersey Room: Attention Cynthia Harris.

VI. Budget

The City of Jersey City has been awarded a grant by the State Urban Enterprise Zone Authority for the consultant's services and the contract award will be made according to the submitted proposal's compatibility with existing grant funding.

VII. Submission Requirements

Submissions need to include the following:

1. Standard contact information.
2. Identification of the primary contact for the project and the project manager, other key personnel contributing to the project, an organization chart and a brief description of responsibilities for each staff member. The consultant and staff, as necessary for their tasks, must qualify under **36 CFR PART 61 HISTORIC PRESERVATION PROFESSIONAL QUALIFICATIONS STANDARDS**.
3. Statement of the firm's understanding of the project and its approach to the tasks defined in the body of this Request for Proposals.
4. Proposal narrative.
5. Cost information including:
 - a. lump sum, not to exceed \$50,000;
 - b. the delineation of the *not to exceed cost* by major tasks; and
 - c. a schedule of hourly rate for all individuals associated with the project.
6. Time schedule, including a list of major milestones and deliverables.
7. Resumes of staff, consultants/sub-consultants that will be working on the project.
8. Three most recent examples of similar projects that the firm has worked on including:
 - a. the name of the project manager;

- b. amount billed by your firm in connection with the project;
 - c. the name and telephone number of client reference; and
 - d. current status of the project.
9. All respondents must comply with affirmative action laws, per the attached, and indicate same in the response.
10. All respondents must include a Business Registration Certificate per N.J.S.A. 52:32-44 with their proposals. Consultant is required to comply with the requirements of p.l. 2004, c. 57 which includes the requirement that consultants provide copies of their business registration certificates issued by the New Jersey Department of the Treasury.
11. Equal Employment Opportunity and Affirmative Action Required Forms:

Consultants are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Questions in reference to EEO/AA Requirements for Goods, Professional Services, and General Service Contracts should be directed to:

Ms. Jeana F. Abuan
Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration
Office of Equal Opportunity/Affirmative Action
280 Grove Street, Room 103
Jersey City, NJ 07302
Tel: (201) 547-4533
Fax: (201) 547-5088
E-mail Address: abuanJ@jcnj.org

12. Completion of the Certificate of Compliance with the City of Jersey City contractor Pay-To Play Reform Ordinance 08-128 is required.

All forms must be completed and submitted with proposals.

13. Instructions for Submission

Submissions should be divided into **separate technical and cost proposals**. The technical proposal must consist of four (4) copies, separately bound. Proposers must submit one (1) cost proposal in a separate sealed envelope labeled ***Warehouse District Cost Proposal***.

Proposals must be submitted by 11:00 A.M., Thursday, December 3, 2009 to:

**Mr. Peter Folgado, RPPS, Director
Jersey City Division of Purchasing
1 Journal Square Plaza
Jersey City, NJ 07306**

14. Consultant's proposal is prepared at its own cost and expense. The City will not be responsible for paying any of the costs or expenses associated with the preparation or submission of a proposal.
15. Consultant is required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and NJAC 17:27 (see mandatory equal employment opportunity language for goods, professional service and general service contracts). Consultant for goods and services, that are not subject to a federally approved or sanctioned affirmative action program shall submit to the public agency, one of the following three documents:
- i. Appropriate evidence that the consultant is operating under an existing federally approved or a sanctioned affirmative action program; or
 - ii. A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
 - iii. An employee information report (Form AA 302) provided by the Division and distributed to the public agency to be completed by the consultant, in accordance with N.J.A.C. 17:27-4.
16. A party responding to the RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a partnership, it shall list the names of all partners. If a party responding to this RFP is a corporation, it shall list the names of those stockholders holding 10% or more of the outstanding stock.
17. This RFP constitutes an invitation to submit proposals to the City. The City reserves the right in protection of the best interests of the City to waive any technical error, to reject any proposal, or any part thereof, for any reason whatsoever or to reject all proposals for any reason whatsoever.

VIII. Time for Submitting Proposals

All proposals must be in writing and must be delivered to Peter Folgado, RPPS, Director of the Jersey City Division of Purchasing, no later than **11:00 A.M., Thursday, December 3, 2009** . Any proposals received after this time will be rejected. Proposals may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service to:

The City shall not be responsible for the loss, non-delivery or physical condition of proposals sent by mail or courier service.

IX. Award of Contract

Proposals will be reviewed for compliance with the terms and conditions of the RFP. Any proposals not responsive to the RFP will be rejected. The contract will be awarded as an extraordinary unspecifiable services contract pursuant to N.J.S.A. 40A:11-

5(l)(a)(ii). The Municipal Council will vote to accept the proposal of a Consultant within 60 days of the receipt of proposals, except that the proposals of any Consultant who consent thereto, may, at the request of the city, be held for consideration for such longer period as may be agreed. Within twenty (20) days of contract award by the City Council, the Consultant shall execute an agreement with the City containing all the terms and conditions of this RFP. In the event that this deadline is missed, the parties may agree in writing to an extension of this time limit.

X. Insurance

1. The selected consultant shall purchase and maintain the following insurance throughout the term of the study.
 - Comprehensive General Liability: including Premises Operations, Products Completed Operations, and Independent Consultant Coverages – covering as insured the Consultant with not less than ONE MILLION (\$1,000,000) DOLLARS. The City of Jersey City, its agents, servants shall be named as additional insured. Coverage must be on a per occurrence form.
 - Workers' Compensation Insurance: benefit securing compensation for the benefit of the employees of the Consultant in the New Jersey Statutory amounts.
 - Professional Liability Insurance: covering as insured the Consultant with not less than ONE MILLION (\$1,000,000) DOLLARS limit of liability.

2. The selected consultant agrees to procure and maintain insurance of the kinds and in the amounts herein above provided in insurance companies authorized to do business in the State of New Jersey, as rated in the Best Key Rating Guide for Property and Casualty covering all operation specified in the contract. The Consultant shall furnish the City of Jersey City certificates of insurance upon execution of the contract.

3. The insurance policies described above shall be kept in force for the period specified below:
 - Comprehensive General Liability and Workers' Compensation Insurance shall be kept in force until submission of the Consultant's final invoice.
 - Professional Liability Insurance should be kept in force until at least two (2) years after completion of the contract.
 - The selected consultant will be required to indemnify the City of Jersey City in connection with the contracted work.

XI. Selection Criteria

A selection committee will review the proposals and rank them according to the following criteria:

1. Experience / Qualifications
2. Quality of the Proposal
3. Cost
4. Capacity/Ability
5. References

**Finalists may be asked to present their proposals to a selection committee.*

XII. Project Timeline

The Historic Preservation Professional or firm will undertake an Eligibility Analysis of the architecturally and historically significant buildings and resources within the Powerhouse Arts District Redevelopment Plan Area and then document each building's history and special architectural characteristics in order to prepare and submit [a] nomination[s] to the National Register of Historic Places to the Jersey City Historic Commission, the Jersey City Planning Board and the Jersey City Municipal Council as well as to the State Historic Preservation Office in order to obtain national, state and local historic designation or landmark status for important resources either individually or corporately as contributing elements of a municipal historic district.

The City expects that the final work products to be prepared by the consultant will be completed within 120 days of the date the contract is executed by the City's Business Administrator and the proposed historic resource(s) shall be scheduled for a hearing before the State Review Board no more than six months from the completion of the local portion of the contract.

XIII. Submission Schedule

October 29, 2009	Request for Proposals is advertised
November 16, 2009	Deadline for submitting written, faxed or emailed questions
December 3, 2006	Deadline to receive Proposals

All questions should be addressed to:

Division of City Planning, Jersey City Historic Preservation Commission
30 Montgomery Street 9th Floor
Jersey City, NJ 07302
Fax (201) 547-4323
Attention: DANIEL M. WRIEDEN
danw@icnj.org

NO QUESTIONS BY PHONE WILL BE ENTERTAINED

XIV. Appendices

1. EEO & AA Forms / Pay to Play Forms and Ordinance
2. List of Previously Identified Historic Resources
3. Powerhouse Arts District Redevelopment Plan Amended: 4/ 9/08; Ordinance 08-039
4. District History, District and Building Description, as last described in Warehouse District Nomination Report; by Rick James as presented to the Jersey City Historic Preservation Commission.

An on line version may be found at:

<http://www.jclandmarks.org/nomination-warehousedistrict.shtml>