

TDR RFP Questions and Answers

1. What information regarding infrastructure will be supplied by the municipality for completion of the Utility Service Plan and Capital Improvement Program. Will municipal engineers share information regarding the capacity of the existing infrastructure to accept additional development? If it is determined that there is not sufficient capacity, will the municipality provide guidance as to what additional capacity is needed and typical cost per square foot? With this information, the Utility Service Plan and Capital Improvement Program can be prepared by a planning consultant alone. Without this information, an engineer will have to be subcontracted to assist in these tasks.

A. This information can either be done in house by city Engineering or the Municipal Utilities Authority. Much of it already exists. No engineering sub necessary.

2. Under Public Outreach, the municipality would like to "be provided with print informational materials and meeting announcements". Does the municipality want design and copy that will be reproduced in-house, or should the proposal include reproduction costs. If the latter, how many distinct announcements/fliers should be designed, and what quantity of each needs to be reproduced?

A. Design and copy to be reproduced in-house. Do not include reproduction Costs.

3. Under public outreach, do you want 2 mini-NCI charrettes, or a mini-NCI charrette that is two days long? Do you want two consecutive days? NCI typically recommends a charrette be at least 4 days long. Also, I wanted to clarify whether the City would supply all necessary staff for the charrette(s), with the exception of the consultant as lead. Or, should additional planners be brought in to facilitate the charrette(s). Whatever additional information you can give to clarify the expected format/outcome for the charrette(s) is greatly appreciated.

A. We were expecting to do this in-house. We have had several very different Charrettes over the years for various different types of projects. The grant scope requires a NCI style Charrette. So the consecutive days are necessary. How many, 2 or 3 or even 4 would have to be determined and decided in conjunction with the state, stakeholders, and other city entities. We are not looking for an outside sub to facilitate. It would be done by City planners and the consultant planner. Given the nature of the Charrette, the consultant may not need to be present for every Charrette component but it would be preferable if they were.

We have found in the past that the use of consecutive days, with a formal meeting schedule getting all the people with expertise in the field together is much more productive than stringing everything out separately and spending weeks compiling information. With this kind of Charrette, we can get a lot of answers to a lot of

questions right away. We also get many stakeholders informed early on. The City has the manpower to staff the implementation and follow-up for this type of approach. And for a city of this size, with many specialized employees spread over various different departments, ie. Tax Assessment, Tax Collector, Real Estate, Redevelopment Agency, Administration, Architecture..., to name a few, It would be best to get their input and comment early on through the Charrette process.

4. Have the sending and receiving areas been defined? The 6 areas identified in the RFP - are they sending, receiving or both?

A. The sending and receiving areas have not been defined. They will be determined by the consultant and steering team.

5. What is the role of American Appraisal? Are they consultants to the Jersey City tax assessor? What can be expected from them as part of this project?

A. American Appraisal is not involved. That needs correction and will be added to the announcement to clarify any future misunderstanding. Interested respondents are expected to provide expertise in real estate and Market analysis.

6. Does the City have digital mapping coverage of the 6 study areas, including parcel base, zoning, building footprints, curb lines, etc?

A. No we do not. We have a draft digital tax map and some GIS material but it is fragmented and would need matching together to make it useful.

7. The RFP mentions the NCI-type charrette. Is it correct to interpret that Jersey City will not require an exact replica of the NCI process, but will accept other public visioning workshop formats?

A. No, we will not accept a public visioning workshop format. It may be a modified NCI Charrette, but we believe the NCI design is necessary.

8. Will the consultant be responsible for producing the actual language amendments to the Master Plan's capital improvement plan element and utility services plan element or can the city's planning staff produce these with input from the consultant?

A. The consultant is responsible for producing the document with input from City Planning.

9. Does the Planning Department have sufficient and accurate information to respond to the questions of capacity (water, sewer, energy, etc) required under TDR? Is there an accurate picture of the water and sewer infrastructure in the TDR target areas?

A. This information can either be done in house by city Engineering or the Municipal Utilities Authority. Much of it already exists.

A. Identifying the status of the infrastructure in each target area is part of this scope.

10. Is there a need to examine and explore the transfer of air rights as part of this plan? Is the need for more specialized legal/economic expertise anticipated?

A. We are seeking consultant with the expertise necessary to fulfill the scope of the grant and we will evaluate each respondent accordingly.

11. The RFP notes that you have a budget of \$90,000 but may receive an additional \$40,000. Do you expect to receive two scopes and timelines? One for the type of work and level of effort for each budget figure?

A. Applying for the additional funding is part of this project and how it would be used, if it is received should be briefly addressed in your response.

12. You note that the real estate market analysis must be completed in collaboration with American Appraisal. In order to estimate our fee it will be helpful to understand what work they have completed and/or would be completing as part of the required services.

A. American Appraisal is not part of this project. That is a typographical error that will be corrected on the web-site. All respondent are encouraged to choose any qualified partners be part in this project.

13. Since one of the deliverables is a Transfer Ordinance we will need to include an attorney on our team. Is this the intent? You note that the municipal attorney will review and provide oversight of the adoption process but not the drafting of the ordinance itself.

A. Outside counsel on the consultant team is not necessary, but the respondent will need to demonstrate familiarity with the law to insure the final product that is being provided to the City is consistent with New Jersey State requirements.

14. Does Jersey City have a public access channel? ***Yes***
Does the City have a newsletter that it publishes/distributes itself? ***No***
Is there a local paper that carries City press releases? ***Yes but they are not free.***

15. Has the City directed this RFP to any consultants that have previously worked for Jersey City? If so, can you identify the names of the firms that were sent the RFP directly?

A. The RFP was posted on the Web site only.

16. Will you be distributing a list of all questions and answers received regarding this proposal?

A. Yes, Every question and its answer will be sent to you and posted on the web site.