

1. Is there a construction budget established for the project? If so, what is it?

NO BUDGET SET FOR THE IMPROVEMENTS TO THE POCKET PARK

PROFESSIONAL SERVICES NEEDS TO PROVIDE VISION FOR THE SPACE AND ESTIMATED COST

### **Project Background**

The services of an urban park planner and/or licensed landscape architect are being sought related to a small urban park development, design. This urban park is a small park that requires visionary experience, and plan development including landscape architecture. The urban park professional services of the urban park planner and/or licensed landscape architect are funded through a grant for park development.

The park parcel is in the heart of Metuchen located at 444 Main Street. It is land that was donated to the Borough by Manasquan Bank and was previously used as a bank drive through service. The pocket park, which is to be a passive recreation area in honor of Thomas Mundy Peterson, is meant to create a public resource in an underutilized space that can provide respite and community, while introducing green space into the downtown. The area is 50x100 and currently retains the infrastructure for drive through services including a brick canopy for drive through lanes, an asphalt surface and traffic control curbing and landscaping. It is expected that the area will change significantly from the car centric environment there now and may include a pervious surface seating, tables, art installations, flower beds and a historic marker.

Significantly, the park area was recently designated as a stop on the NJ Black History Heritage Trail to commemorate the birthplace of Mr. Peterson, the first African American to cast a vote in the United States following the passage of the 15<sup>th</sup> Amendment. Planning of the park should honor this history.

### **Scope of Work**

- Schematic and Conceptual Design of the pocket park
- Construction Documentation
- Cost Estimate

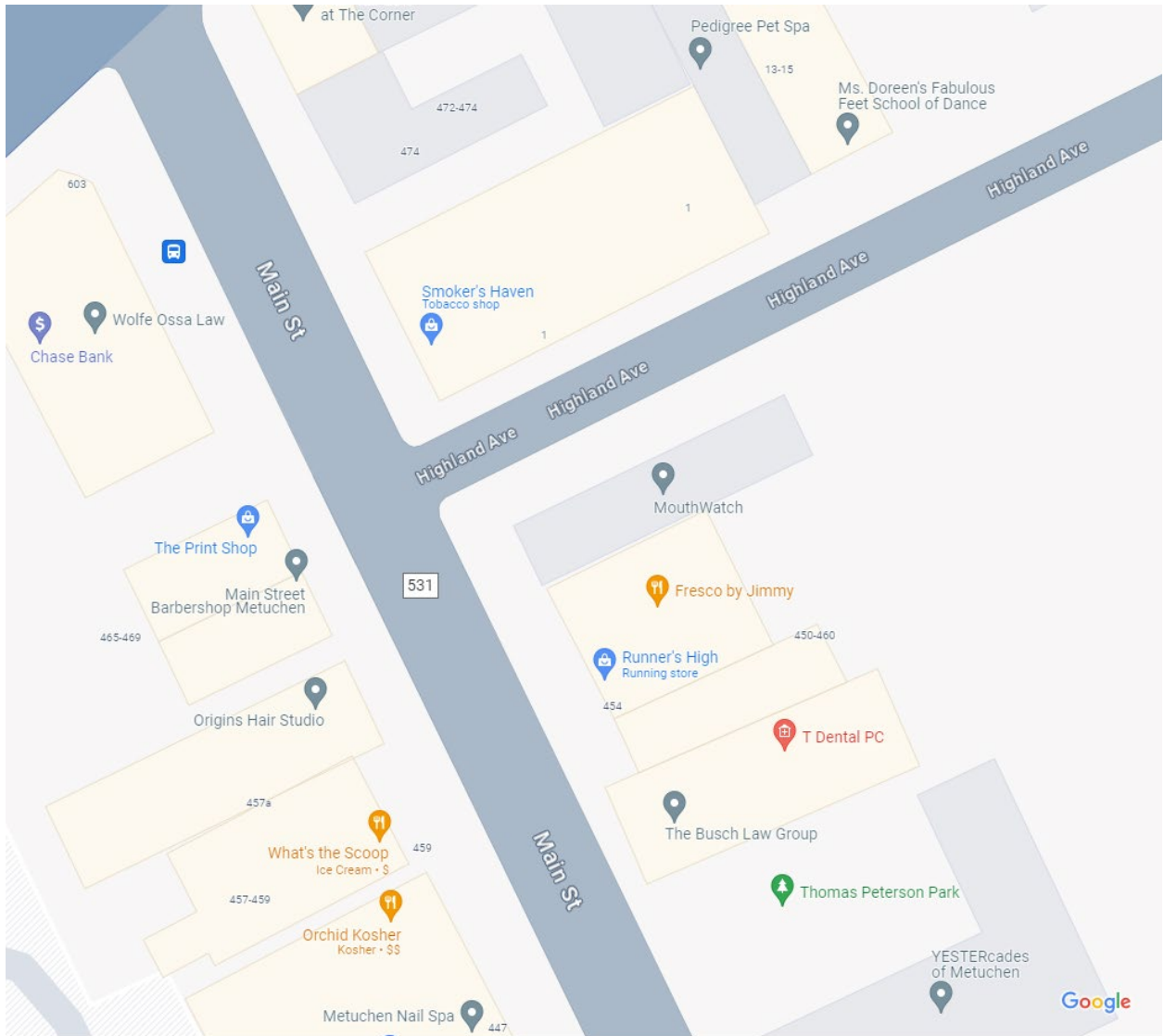
- Material plans which may include but are not limited to such things as benches, tables and chairs, pavers, lights/lighting, planters or whatever else is needed to execute the design
- Planting List including recommendations for native species plants
- Grading plan including green storm water infrastructure and piping if necessary
- Plumbing plan for landscape maintenance

2. The RFP states to “Provide consultant fees (hourly rate) by personnel assigned to the Borough of Metuchen.” Is the Borough only looking for hourly rates or overall design fees for work through concept/schematic/construction documentation?

THE BOROUGH IS LOOKING FOR BOTH

3. If available, please provide a plan or map of what the actual 50' x 100' project area is.

BLOCK 118, LOT 29.012



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6-24-2024 REPLY TO 6/24/2024 RFP QUESTIONS #2

1. Can you please clarify the submittal requirements (number of originals and copies etc) for this rfp? The number of originals and copies varies in the RFP.

**All Urban Park Planner and/or Licensed Landscape Architect Professional services entities shall submit one (1) original and one (3) copies of their sealed submission, on July 10, 2024, at 11:00 a.m.**

After the submission opening, a PDF file of the submission for Borough Professional Urban Planner and/or Licensed Landscape Architect shall be e-mailed to dzupan@metuchen.com.

2. Should the cost be included in the main submission document, or would you like it in a separate envelope?

**COST PROPOSAL AND DETAILS CAN BE ATTACHED TO FORM B OR CAN BE A SEPARATE PAGE IN RESPONSE**

3. For the "Cost Proposal", is this information to be included on page 22 #4? Or is that only hourly rates?

**THE BOROUGH IS LOOKING FOR BOTH HOURLY RATES AND TOTAL COST PROPOSAL FOR PROFESSIONAL SERVICES**

4. The RFP Checklist requires "Form P", which appears to be a contract. It seems that this wouldn't be needed until after the award. Please confirm whether or not this form is needed as part of the submission.

**FORM P WILL BE REQUIRED TO BE SIGNED AND RETURNED TO BOROUGH UPON NOTIFICATION OF AWARD**

5. Should we include a Public Involvement Process that engages the community in the design?

**NO PUBLIC ENGAGEMENT ASKED FOR IN RFP**

6. Will the drive-through structure be demolished, or will that remain?

**PROFESSIONAL SERVICE FOR DESIGN IS PART OF THE EXPECTATION OF AWARD. AWARDED RESPONDENT IS RESPONSIBLE FOR PROVIDING SCHEMATIC AND DESIGN DETAILS**

7. What is the construction budget for the park?

**NO BUDGET SET FOR THE IMPROVEMENTS TO THE POCKET PARK**

**PROFESSIONAL SERVICES NEEDS TO PROVIDE VISION FOR THE SPACE AND ESTIMATED COST**

8. What is the schedule for this project? And, more specifically, when does the town anticipate construction starting or finishing?

**NO SCHEDULE SET YET FOR PROJECT**