

**Borough of Little Ferry
Request for Qualifications
Engineering Services for Installation of a Self-Cleaning Grate
at the Losen Slote Storm Water Pump Station**

The Borough of Little Ferry is seeking statements of qualification for a firm/individual to provide supportive engineering services in regards to the installation of a self-cleaning grate (Grate) at the Losen Slote Storm Water Pump Station. The Borough has been conditionally awarded an approximate \$652,000 grant through the New Jersey Department of Environmental Protection (DEP) for this project. A copy of the submitted grant information and conditional award letter is included with this RFQ.

Responses must address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud.

Responses must be sent to:
Office of the Borough Clerk
ATTN: Barbara Maldonado
Borough Clerk
215 -217 Liberty Ave
Little Ferry, NJ 07643

All responses must be received by
and opened and read:
1030 AM, Tuesday, June 9, 2015

All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk. Responses will then be reviewed by the governing body and appointment(s), subject to receipt of funding and Mayor and Council Approval will be announced at a public meeting.

The Borough has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a submission.

If a possible respondent is interested in touring the existing facility that can be arranged by emailing the Borough Administrator Michael Capabianco at m-capabianco@littleferrynj.org

The Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of NJSA 10:5-21 et seq. and NJAC 17:27-1 et seq. if applicable. The Mayor and Council reserve the right to reject all bids.

INSTRUCTIONS

The Borough is seeking proposals for the engineering services related to installation of a self-cleaning grate at the Losen Slote Storm Water Pump Station.

The Borough has draft bid specifications that the selected consultant shall review in conjunction with Borough staff. At a minimum, an Environmental Review is required by DEP; it is important to note that the DEP funding is pass-through funds from HUD as related to Sandy Recovery so Federal rules and regulations (CDBG-DR) will apply.

The Borough has determined that following list of permits *may be* required. This is not an exhaustive list:

- DEP In-Water Waterfront Development Permit
- DEP Tidelands License
- DEP Flood Hazard Permit
- Meadowlands Flood Hazard Area Individual Permit
- Federal Consistency Determination
- US Army Corp of Engineers permit
- Water Quality Certificate

To summarize, the Borough is seeking a qualified consultant to perform the following:

- Completion of bid specification (include attend bid opening and review of responses)
- Permitting; completion of
- Construction management
- Grant closeout
- Other activities will be billed at a time & material rate as per the response

Please note the scoring criteria below. It is most beneficial to respondents to prepare a clear and concise narrative on how your organization can complete this project as quickly as possible. The grant is conditionally approved pending the completion of an EIS; it is strongly recommended that respondents detail their expertise in completing this document.

The Pump Station is located within the Meadowlands Commission with the Commission, DEP and the Army Corps all have some aspect of jurisdiction over the waterway and land use. The Pump Station is owned, operated and maintained solely by the Borough of Little Ferry.

Ranking and Rating

The Borough, in part, will utilize a ranking and rating system (scoring) for review of respondent's proposals. This scoring system will not disqualify the Borough from exercising the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. The ranking and rating system, more details on each section will appear below, will be scored upon the following:

- 20 points for cost (not-to-exceed price)
- 60 points for timeliness:

- 20 points for documented experience in working with the regulatory bodies within the last 5 years and a description of how your organization's workflow/work process can complete this project expeditiously
- 20 points for staff assigned to the project and their relevant experience
- 20 points for understanding of permitting and construction work via provision of a draft project timeline (assume a July 1 start date on the Environmental Review)
- 10 points for experience in working with CDBG-DR funds
- 5 points for documented experience completing flood mitigation projects over the last 3 years (a list is acceptable with a brief description)
- 5 points for application (ex: easy to read and find information, references, etc.)

Further details required as per the ranking and rating system

- Cost – total lump sum in a not-to-exceed price
- Please state what permits you believe will be required and the length of time it will take for our organization to complete the application process
- Please state all CDBG and CDBG-DR projects that you have worked on in the last two years. Please provide a statement of your understanding and ability to follow CDBG and CDBG-DR regulations.
- Application points will be based upon completeness of proposal, easiness of reading and finding information, etc.

RESPONSE FORMAT

Only paper copies in sealed envelopes will be accepted; faxed or emailed proposals will be rejected. Please include a digital version of the proposal on a flash drive, CDROM or other media; this media will not be returned. For ease of the use during the public opening of the proposals, please state your proposed cost after the cover letter. It can be included elsewhere in the proposal but we are requesting this for simplicities sake. If this is not done, no points will be deducted.



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

NATURAL & HISTORIC RESOURCES

Office of Flood Hazard Risk Reduction Measures

501 East State Street

Mail Code 501-01A

P. O. Box 420

Trenton, NJ 08625-0420

Tel. 609-292-9236 FAX 609-984-1908

May 13, 2015

CHRIS CHRISTIE

Governor

KIM GUADAGNO

Lt. Governor

BOB MARTIN

Commissioner

Susan Scavone
Millenium Strategies
One Bergen Plaza - 4th Floor DPW
Hackensack, NJ 07601

Re: Flood Hazard Risk Reduction and Resiliency Grant Program Application
Application # FHR0000019

Dear Ms. Scavone:

I am pleased to inform you that your application to the Flood Hazard Risk Reduction and Resiliency Grant Program is eligible for a conditional grant award of up to **\$652,970**.

Because this grant is funded through a United States Housing and Urban Development (HUD) Superstorm Sandy community Development Block Grant for Disaster Recovery (CDBG-DR), a subrecipient grant agreement must be executed between the Department and your county/municipality. This agreement will outline grant requirements and project milestones. A copy of the standard agreement and further instructions will be forwarded to you shortly for your review. Please note that prior to signing this grant agreement and upon completion of your project, Duplication of Benefit analyses will be required to ensure that this grant funding is not duplicated by other disaster-related funding sources.

On **June 4, 2015**, I am requesting your attendance at a **mandatory** CDBG-DR procurement process training session at **9:00AM**. This training will take place at 501 East State Street, Trenton, NJ in the 4th Floor Large Conference Room and must be completed prior to bidding construction contracts.

Also in early June, coordination meetings will be scheduled to ensure compliance with HUD Environmental and Historical Review requirements. These reviews are necessary to evaluate impacts from your project. Completing these reviews is a condition for receiving your final award letter which allows project costs to be reimbursed with HUD funds. All grantees are required to perform this review in coordination with the NJDEP's Sandy Recovery Division at their own expense.

Should you have any questions regarding this grant program, please do not hesitate to contact Rebecca Jones, at (609) 292-1246.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Rosenblatt", written over a horizontal line.

David Rosenblatt, Director
Office of Flood Hazard Risk Reduction Measures

cc: Rebecca Jones

To: Ms. Rebecca Jones sent via email (Rebecca.Jones@dep.nj.gov)

From: Michael Capabianco, Little Ferry Borough Administration

Re: DEP Risk Reduction Grant application

Date: April 13, 2015

Thank you for the opportunity to provide clarification for the proposed Losen Slote Self-Cleaning Gate (hereby referred to as "the Gate") as part of the larger Bergen County application in which Little Ferry is co-lead applicant.

At the end of this document is a description of all the requested information by attachment.

Located in a low-mod area (information already provided) the proposed Gate will enhance resiliency over various weather events. The Gate will attach, and be an enhancement to, an existing storm water pump station that provides protection up to the lowest elevation (five feet) of the berm. In Little Ferry alone, using the most recently provided NFIP data, two hundred fifty (250) Repetitive Loss (RL) and Severe Repetitive Loss (SRL) properties will be positively impacted by this project. This information is based upon claims on or before 10/31/14 as provided by Ms. Amanda Gowans of the Community Rating System (CRS) program. The quantity is taken from form AW-501. Also the Gate will meet the Unmet Needs as described in the Action Plan Amendment #7

<http://www.nj.gov/dca/divisions/sandyrecovery/pdf/NJ%20Action%20Plan%20Substantial%20Amendment%202%202%20final.pdf>) of flood risk reduction. This project will also meet the Unmet Need of Debris Removal. Lastly, this project addresses protecting critical infrastructure (discussed elsewhere in this narrative) especially the wastewater infrastructure of the Bergen County Utilities Authority (BCUA).

During Sandy, the existing pump station and tide gate was inundated with debris (floatables and vegetation). By waters (both rain and tidal) not being able to "escape" the waterway quickly, property and contents damage was caused to critical infrastructure, residential and commercial properties. This project will alleviate contents and property damage along the basin and the five municipalities that utilize it. This will be further discussed elsewhere.

The current elevation for the Gate's installation is five (5) feet. As demonstrated on the attached map, a storm surge of five (5) feet or rain collection from the regional drainage ditch fills the basin behind the existing static gate and blocks the pump station's function. The installation of this new grate, please note this is not a repair or maintenance project, will allow for tidal events of five (5) feet or greater to drain quicker. By removing tidal water quicker, the flooding risk to the 250 RL and SRL properties in Little Ferry is decreased along this inland water is decreased. At the time of writing this additional information request, the RL and SRL data for Moonachie was not available.

But this is not simply a "Little Ferry" project. The Losen Slote Pump Station is a regional drainage station. Moonachie and Little Ferry share a contiguous border along the Losen Slote. The Slote also drains tidal and fluvial water from Moonachie. A portion of Carlstadt also drains to the Station. Lastly, Teterboro and South Hackensack also utilize the Losen Slote for their municipality's drainage. With five (5) municipalities using the waterway to remove water from the basin, there is no negative impact with this project; only the positive enhancement of the storm water management system. More importantly, this project will not only protect against tidal flooding, both the storm water management systems of Little

Ferry and Moonachie use the Losen Slote for fluvial events. During various types of rain events (heavy down pours, extended events, etc.) the Losen Slote backs up due to floatable (most common is plastic water bottles) and vegetation at the Pump Station. This “backing up” overtops the Slote’s banks and can cause localized flooding. Furthering that this is not a “Little Ferry” project, the Bergen County Utilities Authority abuts the Losen Slote and is identified as a critical infrastructure. The Bergen County Utilities Authority (BCUA) is responsible for wastewater treatment for forty-seven Bergen County municipalities and solid waste management services for all seventy Bergen County municipalities. This project will protect the following pieces of critical infrastructure as identified in the County’s All Hazards Plan:

1. BCUA
2. Early Learner’s Child Center
3. Losen Slote Pump Station
4. Washington School
5. Little Ferry Department of Public Works

A RL property is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling ten-year period, since 1978. The following table demonstrates how many additional properties may qualify as a RL property in various stages of a tidal surge. For example, a six foot tidal surge in Little Ferry according to data available from the NJ Meadowlands Commission, would impact 1,773 properties. Subtracting the already known 250 RL and SRL properties, there is a very real possibility that another 1,523 properties may classify as RL properties over the next seven years during a tidal or fluvial event. The proposed Grate will reduce the risk of increasing the quantity of Little Ferry’s RL and SRL properties.

Tidal Surge Height in Feet	# of possible impacted Moonachie properties	# of possible impacted Little Ferry properties	Total impacted properties
6.00	840	1773	2613
7.00	847	1968	2815
8.00	848	2048	2896

Approximately 600 Moonachie properties and 935 properties directly utilize the Losen Slote Ditch for storm water drainage and are at or below the five (5) foot level in the attached map. These properties, as per the original application, are located within the NOAA “Low” Scenario.

This is a constructible, shovel ready project. As this is a simple new component of an existing pump station, engineered plans nor permits are required. This project has been discussed at numerous community settings, specifically Council meetings, and the Borough Council voted to submit this application. Continuing with the constructability of the project, the Borough has undertaken over \$5 million in building of pump stations, including building the Losen Slote Pump Station. The Superintendent of Public Works will serve as construction manager while the Borough Administrator oversees the administrative work. The Borough Administrator has managed a CDBG program in previous employment and is extremely familiar with HUD regulations. Lastly, the Borough has two engineering firms under contract that can be utilized if any issues arise.

This project has been planned for some time. The project is listed in the updated Bergen County All-Hazards Plan. The project is listed in the Strategic Recovery Planning Report as a high priority which has been approved by Local Planning Services at the State. The Losen Slote Pump Station, the needs for the Grate and the importance of the Losen Slote as a storm water management system is extensively discussed in two DEP Commissioned Reports (University Flood Mitigation referenced: <http://www.nj.gov/dep/docs/flood/index.html>). The two studies germane to this project are the Rutgers Hackensack and NJIT Final Report. Regretfully, even with sound planning, the Flood Hazard Risk Reduction Measures Grant Program is funding of last resort; this application is our funding of last resort. The Grate has not been eligible for any other State funding opportunities, the 2% Levy Cap renders paying for this in the annual budget impossible and most recently, the Borough has been working with FIRC staff (Federal Interagency Regional Coordination) to secure funding; all to no avail. A project budget is located at the end of this narrative. To ensure funding, the Borough will provide \$30,060 local match to reach the minimal LEVERAGE scoring category.

As the proposed projects has been planned and is shovel ready, the Borough is ready to bid the project upon signing of any and all grant agreement paperwork. Since no funding has been received, there is no duplication of benefits. The construction phase of the project is 3 to 6 months depending on fabrication of the grate. As a sample cost breakdown has been previously provided, below is a sample timeline clearly demonstrating the project will be complete within two years (Note: As previously mentioned, no permits are needed):

- Two months initial paperwork
- Bid of one month
- Award and contract signing (one month)
- Construction (worst case 6 months)
- Closeout (2 months)
- Total – 12 months

Budget:

1. Environmental Study (if needed) \$25,000 (paid for by Borough as local match)
2. Construction \$575,000 (\$5,060 paid for by Borough as local match)

Attachments:

- 20140112_RepLossParcelsLittleFerryNorth – Used to map identified RL & SRL within Little Ferry
- 20140112_RepLossParcelsLittleFerryNorth – Used to map identified RL & SRL within Little Ferry
- 20140112_RepLossParcelsLittleFerryWest – Used to map identified RL & SRL within Little Ferry
- Age of Pump Station and within flood plain from insurance – For the BCA, the age of the pump station from Little Ferry insurance records.
- H&H and NOAA Map – Requested overlay map of the 5 ft boundaries of the H&H as compared to NOAA Sea Level Rise
- Little Ferry 2015 Reassessment Nbhd Map – Map used to determined number of properties that drain into the Losen Slote; provided by Appraisal Systems during the 2015 Reassessment

- Little Ferry 2015 reassessment nbhd+prop class summary PRELIM – Data for the map of properties that drain into the Losen Slote; provided by Appraisal Systems during the 2015 Reassessment
- Losen_Fld_5Ft – H&H map
- BCA - Expected Damages Before Mitigation – this is a narrative on the damages of Sandy and Irene within Little Ferry and Moonachie
- Screen shot of BCA screen – Screen shot of the BCA software demonstrating a 1.77 value
- BCA Report – the BCA Report as published by the software