



TOWNSHIP OF ANDOVER, NEW JERSEY

OPEN SPACE PLAN UPDATE

Please submit proposal all proposal materials electronically to Patricia Bussow, Andover Township Municipal Clerk at pbussow@andovertwp.org

Proposal deadline: 4 PM EST, Friday April 16, 2021

PROJECT BACKGROUND AND PURPOSE

The Township of Andover Open Space Committee is soliciting qualified professional planners with experience in open space and parks planning to update the township's Open Space and Recreation Plan. The Plan will build on the township's Recreation and Open Space Inventory (ROSI), to establish goals for the identification and prioritization of additional undeveloped land for protection, provide land stewardship and public access priorities for existing open space lands, and work to identify opportunities to expand connectivity between open space assets, neighborhoods and trails. The Plan should also consider priorities for historic preservation.

The purpose of this planning process is to assess the existing open space conditions within and around Andover Township and to propose strategies that the township may adopt to complete its open space, farmland and historic preservation and recreation goals. Andover Township is a rural community with a dedicated levy for open space and farmland preservation, and park stewardship. The township intends to focus on setting achievable objectives for the continuation and completion of the township's open space holdings and parks system while realizing and planning for the stewardship responsibilities required.

The contractor will work with the Andover Township Open Space Committee to develop conservation priorities to complete the plan and will be required to make multiple public presentations at a public meeting to the Andover Township Committee, the Andover Township Land Use Board and the general public. The contractor's point of contact for all phases of the project will be the Andover Township Open Space Committee.

TIMELINE

The township envisions the plan to be completed within 9-12 months upon signing of contract. Should the respondent propose a different timeline that will expedite the completion of this project, the respondent shall provide such timeline with their proposal submission.

PRODUCTS

Contractor shall complete the final plan and shall provide the report and all supporting materials in a digital format that is approved by the township as well as three (3) paper color copies. The plan shall be drafted as a Township Master Plan element.

The open space planning process and plan shall provide a forward-looking perspective for future township open space decisions and activities. The final plan should be presented to the Andover Township Committee and recommended for adoption by the Land Use Board as the Open Space & Recreation Element of the Township Master Plan. The plan should:

- Present a vision of open space, farmland and recreation within the township to guide future decisions and identify opportunities for future land and historic preservation opportunities in the township to meet that vision.
- Provide an inventory of all conservation easements, protected open space and preserved farmland within the township.
- Provide best management practices and other options for managing the township's parks and open space based on current and future needs and opportunities.
- Provide analysis and recommendations regarding future stewardship and recreation opportunities based on the current and future open space land holdings.
- Provide fiscal estimates for implementation of the various proposed strategies.

PUBLIC OUTREACH

The public should be engaged during the course of the project to make the open space planning process relevant and acceptable to the community. A plan and associated documents shall be drafted and presented at various stages during development to both the Andover Township Open Space Committee as well as the Township Committee. Public outreach efforts should include but not be limited to the following activities:

- Workshops, public presentations and meetings for data dissemination and public input.
- Coordination with the Andover Township Open Space committee and existing public outreach avenues.
- Public visioning to provide direction for the township in future open space efforts.

Based on the input from the public, the open space committee and the Township Committee, the plan shall be modified to represent the strategic direction of the township based on the data provided. The professional will make a public presentation of the final product to the Andover Township Committee, Andover Township Land Use Board and the general public. Respondents are encouraged to provide comments and suggestions on any of the above items as well as on additional items they feel may be relevant even though not addressed in this RFP.

PROPOSAL REQUIREMENTS

1. Firm Information

- Provide agency's name, address, URL, and telephone. Include name, title and e-mail address of the individual who will serve as agency's primary contact. Include a brief description and history of your firm.
 - What makes you different from your competitors?
 - Why do you think you are the best consultant for the project?
2. Project Approach
- Please explain your project approach, style and process.
 - Which member of your team members will be doing the work and making the public presentations?
 - What is your public engagement process?
3. Provide biographies of key staff
- Tell us about your leadership and planning team members.
4. Experience
- Proposals should include a list of previous clients and brief descriptions of recent projects that are similar in scale to this project.
5. Schedule and Timeline. Proposals should include the estimated project duration.
6. Budget. Proposals must include the estimated, itemized cost for all work, and list of anticipated expenses. Please note: The township budget for the open space planning update is between \$10,000-\$15,000. Proposals are not to exceed \$15,000.

SELECTION PROCESS AND CRITERIA

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The Township reserves the right to negotiate terms of an agreement for professional services.