



Monmouth County Park System

Providing Open Space, Parks, and Recreation

805 Newman Springs Road, Lincroft, NJ 07738-1695 • 732-842-4000
monmouthcountyparks.com

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REQUEST FOR PROFESSIONAL QUALIFICATIONS (RFPQ)

ARCHITECTURAL AND ENGINEERING SERVICES FOR MAINTENANCE FACILITIES AT HARTSHORNE WOODS PARK AND THOMPSON PARK, MIDDLETOWN, NEW JERSEY PS#19-24

Notice is hereby given that Monmouth County Park System is requesting professional qualifications be submitted by interested Consultants for the above referenced project. Interested Consultants are invited to submit their qualifications to Jennifer Kazcala, Purchasing Agent, Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738, **no later than 10:00am, prevailing time, Friday April 12, 2024**, at which time the professional qualifications will be opened by the Purchasing Agent at the Monmouth County Park System Headquarters Building, Thompson Park, 805 Newman Springs Road, Lincroft, New Jersey. Qualifications may be mailed in or placed in the drop box located outside of the Park System Headquarters Building in Thompson Park, 805 Newman Springs Road, Lincroft, NJ, prior to the opening date.

Late proposals will not be accepted. Inquiries regarding this project should be directed to Lindsay Ruotolo, Landscape Architect in MCPS Acquisition and Design Department, at (732) 842-4000 ext. 4294 or Lindsay.Ruotolo@co.monmouth.nj.us.

Professional qualifications shall be submitted in one sealed envelope and include three (3) bound copies of the qualification packet and required Signature Page.

I. Project Objective

The intent of this project is to prepare two full construction document sets for two discrete projects, Hartshorne Wood Park Maintenance Facility and Thompson Park Maintenance Facility. Working collaboratively with MCPS staff the Consultant shall concurrently develop each project.

II. Project Description

Hartshorne Woods Maintenance Facility

The project site is located at 249 Hartshorne Road, Rumson, New Jersey, 07760. The approximately one-acre site is cut into a south facing slope, has two pre-existing buildings and currently operates as a maintenance area.

In 1976, an existing two-story barn (Bldg. #1103) was renovated by the Park System to serve as a maintenance office and warm equipment storage facility. This barn is a late 19th century timber-framed structure measuring 23' x 98'. The Monmouth County Park System has made the decision to

reuse the existing maintenance building (Bldg.#1103) as cold equipment storage and construct a maintenance building.

Project work includes the construction of a 3,800 sq ft maintenance building for offices and warm equipment storage, renovations to repair and convert the existing maintenance building (Bldg. #1103) into cold storage, entry drive realignment, paving, sidewalks, and stormwater management. Site utilities are anticipated to include water, gas, electric, sewer-septic and communication.

Thompson Park Maintenance Facility

The project site is located at 805 Newman Springs Road, Lincroft, NJ 07738. It is within the park's historic district and in the vicinity of several historically contributing buildings. The majority of the 4.5-acre landscape currently operates as a maintenance yard that stores large equipment, materials and refuse. The maintenance yard borders Nut Swamp Brook transition area to the east and abuts public programming buildings to the west.

The Monmouth County Park System has made the decision to build two cold storage pole barns and formalize the maintenance yard. Project work includes the construction of two 6,600 sq ft pole barns that are architecturally compatible with existing buildings in the area, removal and subsequent installation of gas/diesel tanks, paving, sidewalks, material storage, fencing and stormwater management. Site utilities are anticipated to include water and electric.

Proposed buildings and public facing site development must maintain a consistent architectural style and visual harmony within the surroundings. Plans and specifications for Thompson Park will require review by the State Historic Preservation Office.

Within this RFPQ, Monmouth County Park System (MCPS) has provided concept plans. The Consultant shall be responsible for the preparation of construction drawings and technical specifications, securing all required environmental permits, completing applications for utility services, preparation of an independent itemized construction cost estimate, and meetings with Park System staff.

III. Content of Statement of Professional Qualifications

The Statement of Professional Qualifications shall be no more than two (2) double-sided, 8 ½" x11" sheets in length. Anything in excess of this page limitation will not be read or considered. The Statement of Qualifications shall include the following:

A. Statement of Interest

1. In less than 300 words, describe the Consultant's interest in the project.

B. Qualifications

1. Demonstrate the firm's success in providing design services for projects similar in nature and scope to the project described in this RFPQ. List three (3) to four (4) projects completed in the past ten (10) years. Include a concise description of the project, state the firm's role in the project, and include total project value.
2. Identify proposed key personnel for this project. Attach resumes of proposed key personnel, including the proposed project manager and technical staff. Each resume shall be a maximum of one (1) double-sided, 8 ½" x 11" sheet in length and should highlight

education, professional credentials, and reference work performance on projects similar to that described. Resumes will not be counted towards the page limit of the Statement of Qualifications.

3. Identify the work areas which the Consultant would subcontract to other firms. Identify the proposed subconsultants and key personnel. Attach resumes for subconsultants. Resumes will not be counted towards the page limit of the Statement of Qualifications.

IV. Evaluation of Consultant Statement of Professional Qualifications

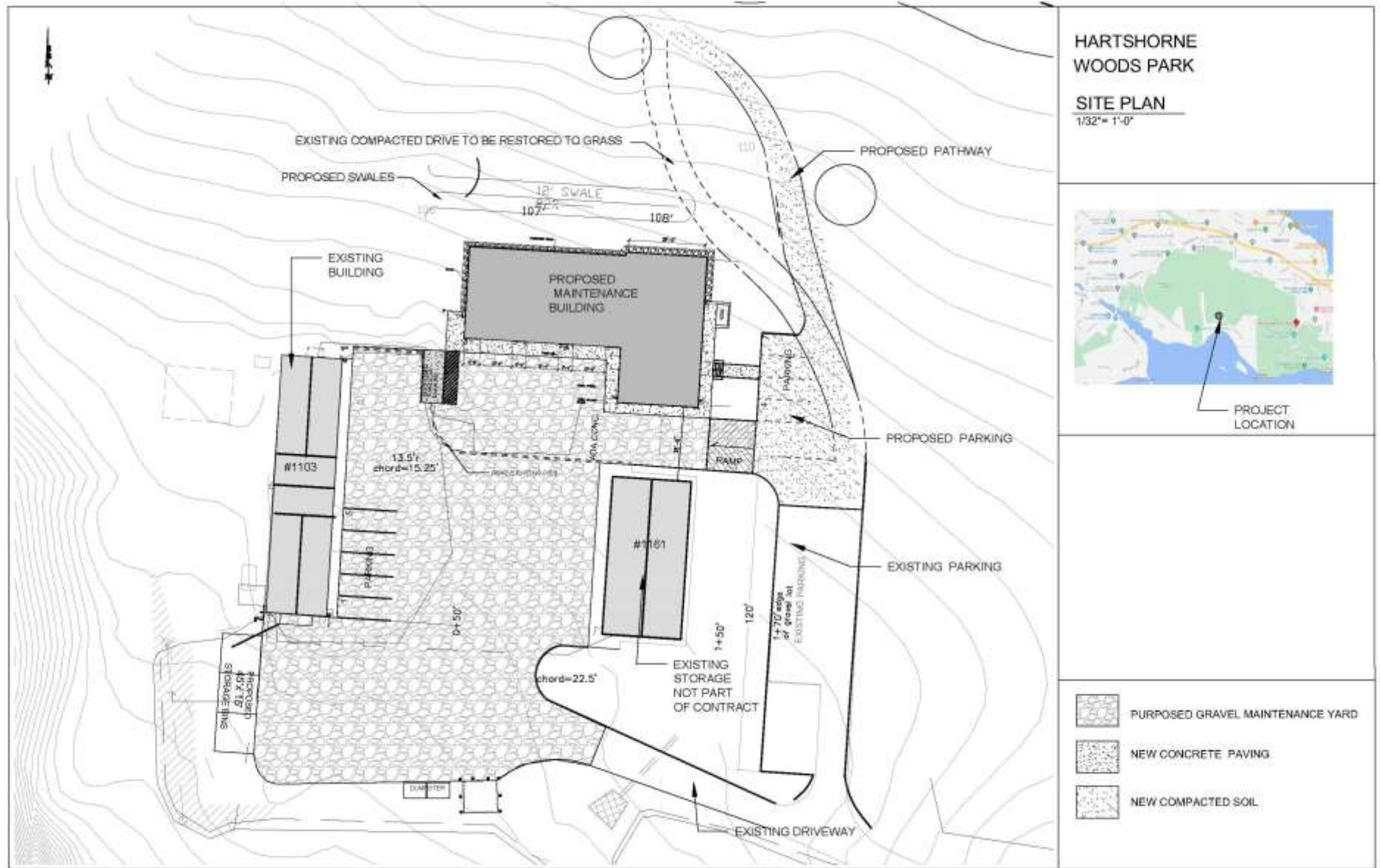
All Statements of Qualifications received in accordance with the requirements of this RFPQ will be evaluated using the following criteria:

- A. The Consultants, their project personnel, and their subconsultants, must demonstrate successful prior experience with projects similar to this in scope and size, specifically in the areas of:
 1. Existing building renovation and new building construction.
 2. Professional knowledge of the theories, principles, practices and policies of historic landscape preservation and historically sensitive building design.
 3. Maintenance facility planning.
 4. Regulatory permitting, utility coordination and knowledge of building codes.
- B. The Consultant must be a licensed Architect in the State of New Jersey with a licensed Professional Engineer on staff or as a sub-consultant.
- C. Performance on past projects with the Park System, if applicable, will be considered.

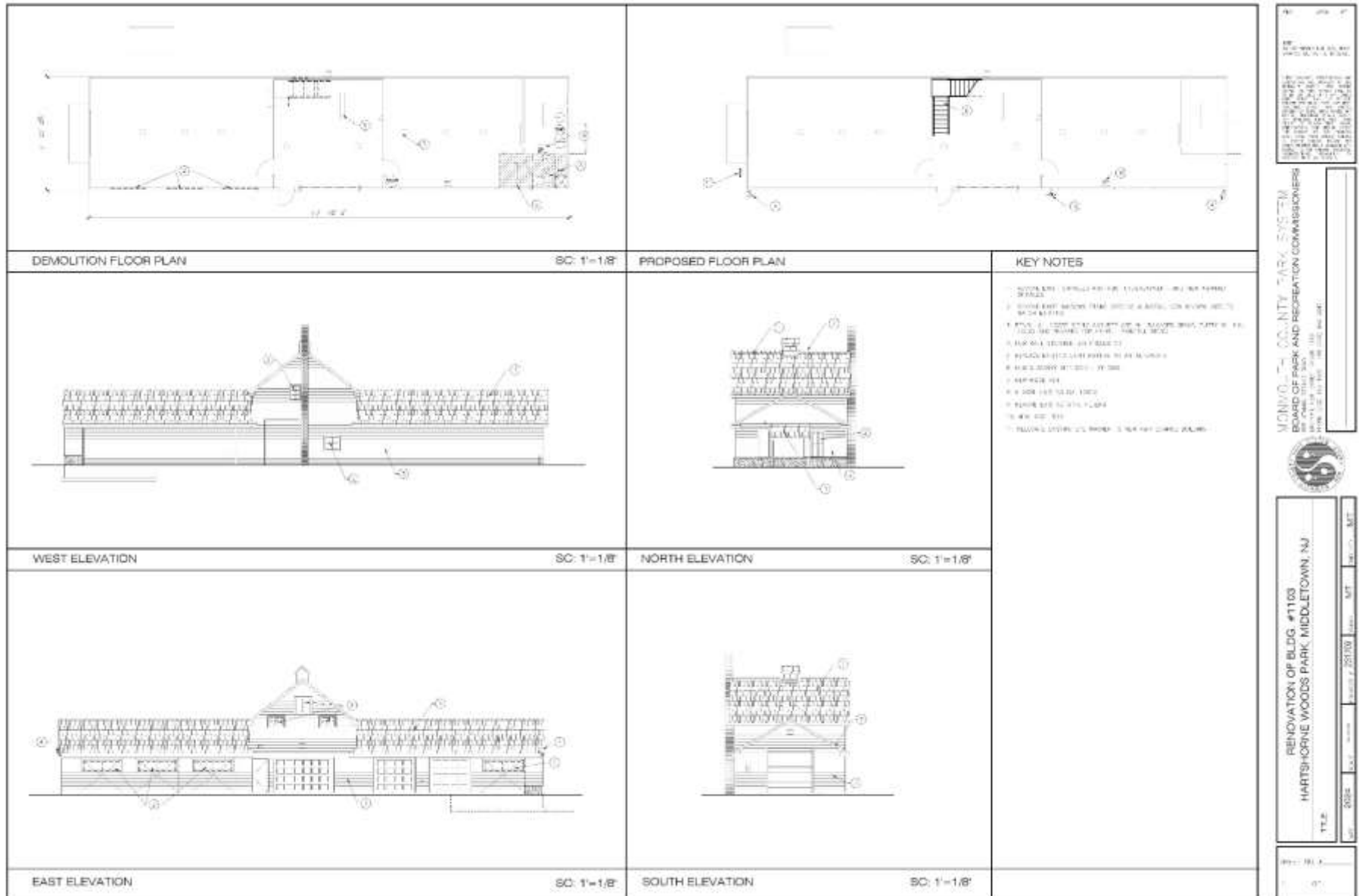
Qualified firms will receive a Request for Proposal (RFP) with a detailed scope of work and an invitation to submit formal technical and cost proposals which will be evaluated using separate criteria described in the RFP. Please note that all qualified firms will be required to submit the following legal documents with the formal and technical Proposal:

- A. Statement of Ownership
- B. Non-Collusion Affidavit
- C. N.J. Business Registration for Consultant and Sub-Consultant(s)

Harthorne Woods Maintenance Facility **Prepared by Monmouth County Park System**



Harthorne Woods Maintenance Facility **Prepared by Monmouth County Park System**



MONMOUTH COUNTY PARK SYSTEM
 BOARD OF PARK AND RECREATION COMMISSIONERS

RENOVATION OF BLDG. #1103
 HARTSHORNE WOODS PARK, MIDDLETOWN, NJ

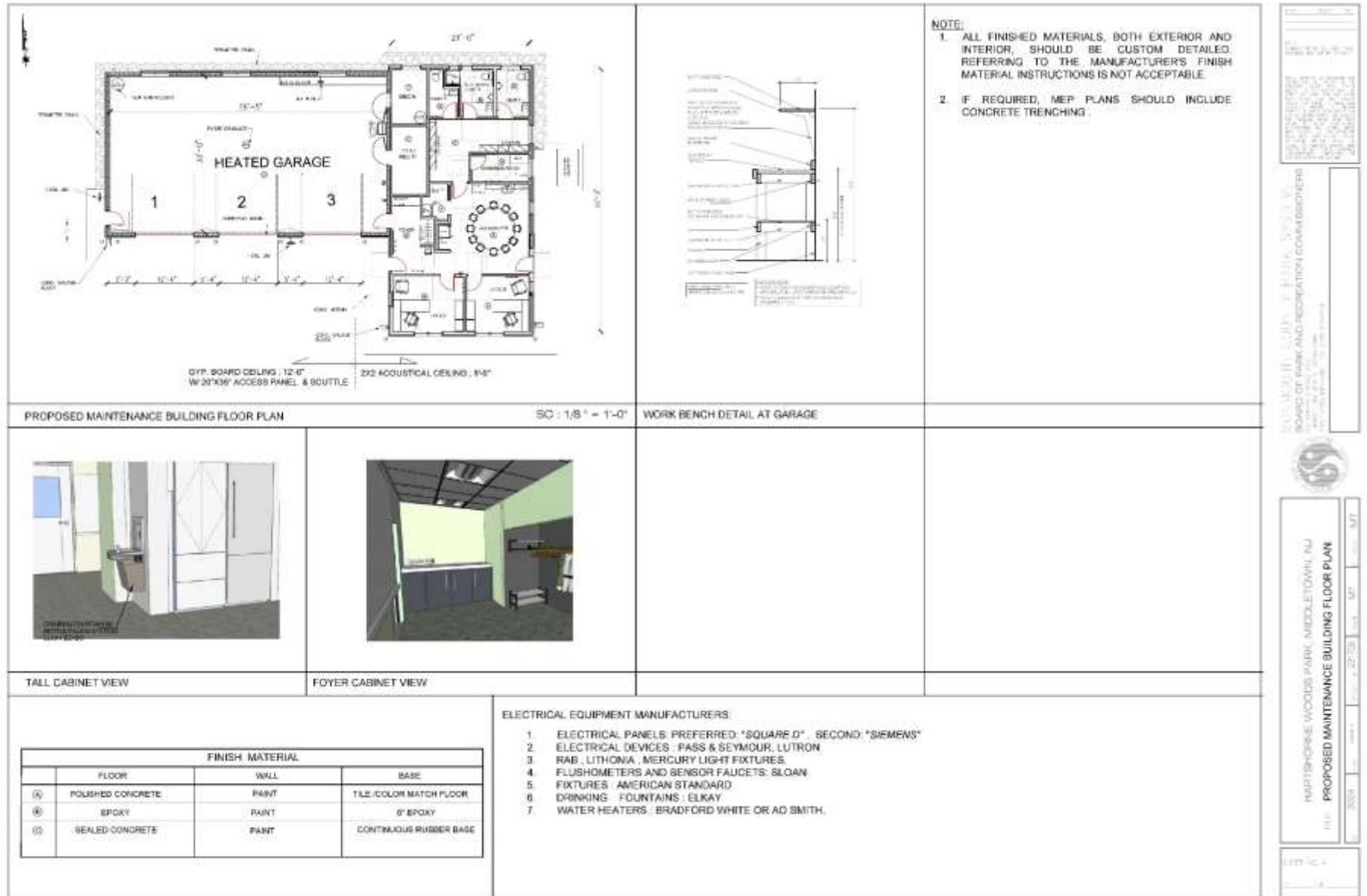
DATE: 08/14/18
 DRAWN BY: J. J. B. JR.
 CHECKED BY: J. J. B. JR.
 PROJECT: RENOVATION OF BLDG. #1103
 HARTSHORNE WOODS PARK, MIDDLETOWN, NJ
 SCALE: 1/8" = 1'-0"

**Harthorne Woods Maintenance Facility
Prepared by Monmouth County Park System**



MONMOUTH COUNTY PARK SYSTEM	ENTRANCE ELEVATION		REVISIONS		A 01
	HARTSHORNE WOODS PARK - NEW MAINTENANCE BUILDING		REV	DATE	
			1	01/01/2024	
			2	01/01/2024	
			3	01/01/2024	
			4	01/01/2024	
			5	01/01/2024	

Harthorne Woods Maintenance Facility **Prepared by Monmouth County Park System**



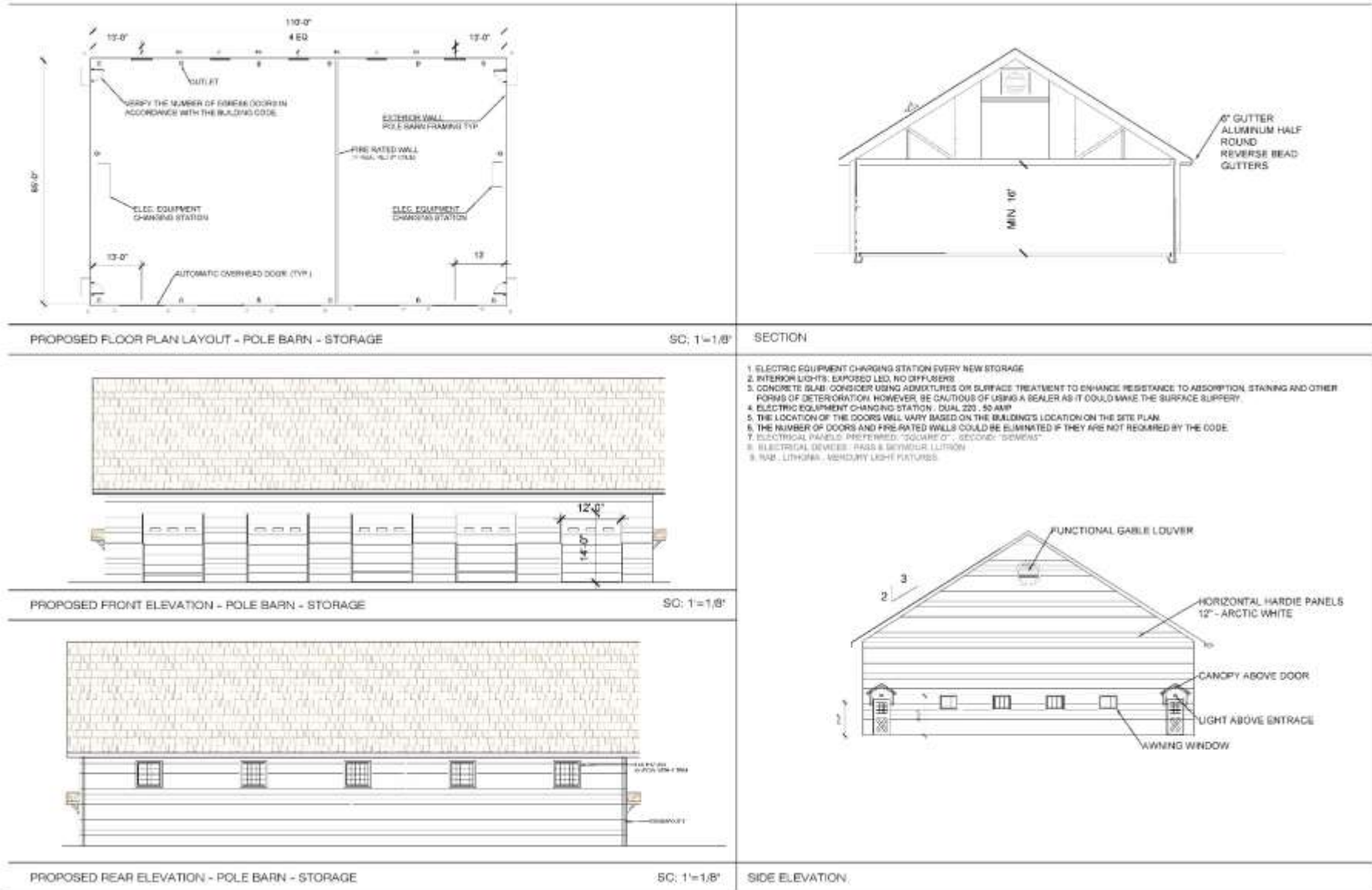
Thompson Park Maintenance Facility Prepared by Monmouth County Park System



Thompson Park Maintenance Facility
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Thompson Park Maintenance Facility **Prepared by Monmouth County Park System**



SIGNATURE PAGE

Company Name: _____
(PRINT)

Preparer's Name: _____
(PRINT)

Signature: _____
(DATE)

Address: _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____
***** (This should be the email where RFP/Contracts would be sent) *****

Contact Person: _____

*****PLEASE COMPLETE AND SUBMIT WITH YOUR RFPQ*****