



Monmouth County Park System

Providing Open Space, Parks, and Recreation

Board of Recreation Commissioners

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

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REQUEST FOR PROFESSIONAL QUALIFICATIONS (RFPQ)

PROFESSIONAL DESIGN SERVICES FOR DEVELOPMENT OF DEBOIS CREEK RECREATION AREA, FREEHOLD TOWNSHIP, NJ PS#15-24

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 Kaczala, Purchasing Agent, Monmouth County Board of Recreation Commissioners, 805 Newman Springs Road, Lincroft, New Jersey 07738, **no later than 10:00am, prevailing time, Friday, March 15, 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 develop full construction documents for the development of a regional recreation facility at DeBois Creek Recreation Area, located on Route 33 in Freehold Township. The site was preserved by the Park System in 1996 with the intention of setting aside land for a future recreation area in central Monmouth County.

The Nation's First Accredited Park and Recreation Agency



II. Project Description

The 165-acre property is presently under an agricultural lease and used as a sod farm. The Preliminary Assessment Report commissioned by MCPS prior to purchase did not identify any areas of environmental concern. The tract is level at or near an elevation of 120 feet above mean sea level. It gently slopes East draining towards DeBois Creek. NJDEP mapped deciduous wooded freshwater wetlands associated with DeBois Creek are present along the eastern edge of the tract.

Professional design services are required for the development of plans and specifications for recreational facilities at DeBois Creek Recreation Area. Within this RFPQ, Monmouth County Park System (MCPS) has provided a "Proof of Concept" drawing demonstrating that the proposed site can physically accommodate all proposed program items. It is not intended to express any MCPS preference or proclivity for layout. It is the responsibility of the Consultant to research, consider, and recommend options and approaches to recreational design that exhibit best practice.

Working collaboratively with MCPS staff, the Consultant shall prepare three (3) conceptual site plans to locate all program items listed below, incorporating natural resource protection, current best practices for hardscape and facility design, landscape aesthetics and functionality. Upon agreement of the overall concept plan, design development and construction documents will be completed, and phases of construction will be developed in concert with the Park System. Anticipated program items for the first phase of construction include: access road, parking, eight (8) sport fields with lighting, and utility connections. The final determination of items to be included in the first phase is subject to change.

As will be fully detailed in the Request for Proposal, 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. Services for Bidding and Construction Administration will be contracted once construction documents are complete and phases of construction are established.

The proposed facility shall thoughtfully locate the following program items in the concept plans:

A. Recreation and Land Use

1. Four (4) Sod Soccer Fields - (225' x 360')
2. Four (4) Artificial Turf Multi-purpose Fields - (225' x 360') with striping for soccer and other various sports.
3. Sports lighting illuminating all eight (8) fields
4. Four (4) Paved Sport Courts - Basketball courts and/or tennis courts with sports lighting illuminating all four (4) courts.
5. One (1) Tot Playground - <5000 sq ft
6. Walking Path and 10' Loop Trail - A paved 8 ft. wide walking path around recreational features. A 10 ft. paved loop trail that extends around the entire property, providing connection to the future rail trail.
7. Stormwater Pond – Ecologically developed as a park feature that can manage runoff in accordance with stormwater management requirements. Volume to be determined.
8. Wetlands – Deciduous wetlands associated with Debois Creek and Debois Creek Tributary to be preserved.

B. Structures / Furnishings

1. Central Building – Office/ Storage/ Restroom building sized to accommodate site as a whole. To include water bottle filling stations, family bathrooms, janitorial storage, ranger office for three rangers with a kitchenette.
2. Maintenance Garage – One (1) three-bay equipment storage garage and maintenance yard, buffered from the public view.
3. Four (4) Open Shelter Pavilion (30' x 60' each) – To have a 100 people capacity with 10 picnic tables each.
4. Site Furnishings - Sixteen (16) full-size goals and eight (8) removable/transportable junior goals, eight (8) 8ft. x 5ft. electronic, referee-controlled, soccer scoreboards, two (2) fifteen-person team sideline benches per field, one (1) forty-person capacity transportable bleacher per field, and directional signage as required.

C. Parking / Access

1. Vehicle Parking – Paved for 480 spaces, lighted.
2. Bus Parking – Gravel lot with 16 bus capacity.
3. Bus / Vehicle Drop-off
4. Centralized area for food trucks - 6 maximum

D. Utilities

1. Electric – Supply an estimated 200-amp electrical power to the development area to power structures, field and parking lot lighting.
2. Potable Water – Supply potable water, complete, to service central building, maintenance building, water fountains and irrigation, as needed.
3. Sewerage – Sewerage service from proposed restrooms, sized as required by use estimates.
4. Data / Communication – Underground communication service shall be installed to service the central building and maintenance building and be capable of supporting telephone, alarm and internet access.

III. Content of Statement of Professional Qualifications

The Statement of Professional Qualifications shall be no more than two (2) double-sided, 8 ½” x 11” 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 Qualifications

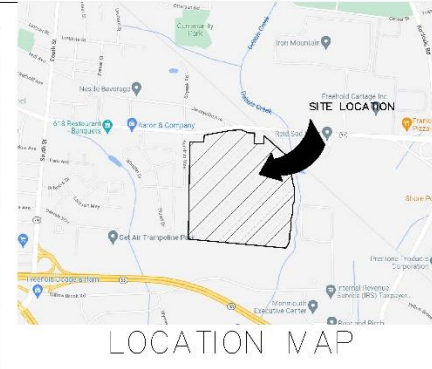
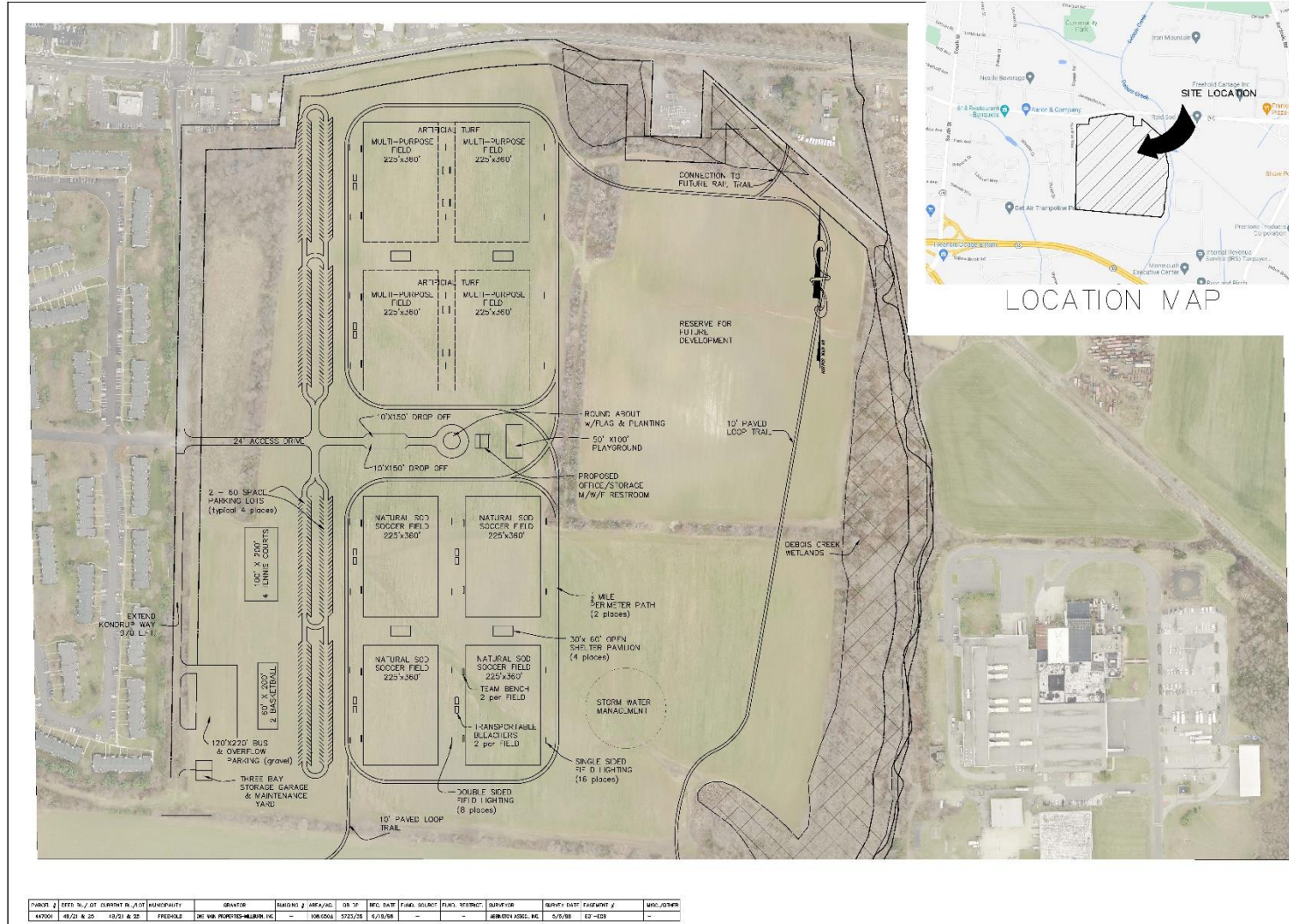
All Statements of Qualification received in accordance with the requirements of this RFPQ will be evaluated using the following criteria:

- A. The Consultants, their project personnel and their subconsultants must demonstrate successful prior experience with projects similar to this project in scope and size, specifically in the areas of landscape design, preferably by a Licensed Landscape Architect; Recreational facility design and construction documents including artificial turf and lighting design; and Regulatory permitting and utility coordination.
- B. The Consultant must be either a licensed Professional Engineer or a Licensed Landscape architect in the State of New Jersey. The Professional Engineering Firm must have a Licensed Landscape Architect 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)

DeBois Creek Recreation Area Proof of Concept Plan Prepared by Monmouth County Park System



DATE: 04/22/2024
TIME: 10:00 AM
PROJECT: PS#15-24
DRAWING: 15-24-001

MONMOUTH COUNTY PARK SYSTEM
BOARD OF PARK AND RECREATION COMMISSIONERS

DEBOIS CREEK RECREATION AREA
SOCCER FIELDS - PROOF OF CONCEPT PLAN

15-24-001-001 (1 of 1) (15-24-001-001)

DATE: 04/22/2024
TIME: 10:00 AM
PROJECT: PS#15-24
DRAWING: 15-24-001

NO.	DATE	BY	DESCRIPTION	REVISION	DATE	BY	DESCRIPTION	REVISION	DATE	BY	DESCRIPTION	REVISION
1	04/22/24	RF	ISSUED FOR PERMIT	1	04/22/24	RF	ISSUED FOR PERMIT	1	04/22/24	RF	ISSUED FOR PERMIT	1

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 Contracts would be sent) *****

Contact Person: _____

*****PLEASE COMPLETE AND SUBMIT WITH YOUR RFP-Q*****