



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Planning Consultant to prepare Master Plan Update for the Open Space and Recreation Plan Element

2024

Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

The Township of Plainsboro is seeking professional services to update its Open Space and Recreation Plan Element of the Master Plan.

II. Scope of Work

BACKGROUND

The Township is located in the southwest corner of Middlesex County and is bordered to the north by South Brunswick Township, to the east by South Brunswick Township and Cranbury Township, to the west by the Municipality of Princeton (Mercer County), and to the south across the Millstone River by East Windsor Township and West Windsor Township (both in Mercer County).

The population of Plainsboro as of April 1, 2020, was 24,084 as reported by the US Census and measures approximately 12 square miles.

Plainsboro Township has 9 park facilities including the Plainsboro Preserve with its over 1,000 acres of open space with nature trails and the 50-acre McCormack Lake. The Township recently opened a new 84-acre park which includes open space and nature trails. Together, publicly owned park and open space resources, preserved farmland and private open space account for over 3,300 acres, or approximately 51 percent of Plainsboro's land resources.

The last comprehensive Master Plan update was adopted on January 20, 2009, with the most recent update of the Land Use Element and the Statement of Objectives, Principles and Assumptions, Policies and Standards (SOPAPS), along with the Re-Exam, in October 2022. As part of that work, a web-based community survey was done and the results from 251 participants may be useful for the consultant to review. The Township was also recently engaged in a more targeted survey for the creation of a multi-use recreational space within one of its parks and these results may also be useful to the consultant.

PRODUCT

The Township expects that the consultant will prepare a revised Open Space and Recreation Plan Element with associated maps.

The document shall address any specific components pursuant to the MLUL and address items contained with the 2022 Land Use element and SOPAPS for any specific recommendations for park or open space.

The Open Space and Recreation Plan Element should include an up-to-date inventory of each resource as well as other private recreational opportunities throughout the Township similar to what is included in the current element. The revised element should include a priority list of

improvements or additions to each park or facility with a focus on strategies to add or retrofit fields to incorporate uses such as cricket, soccer, pickleball, dog parks, community gardens, and unique uses such as a butterfly garden, splash pad or miniature golf. Infrastructure such as rain gardens or shaded sitting areas should be included. Feedback from the public would inform these choices as well as the proximity to residents and how easily users of all ability levels can access each site via various modes of transportation. Recommendations on how to increase safe access should be included. Strategies should focus on underserved populations and those with challenges for access, especially the senior population. The revised element should also indicate where there may be additional open space opportunities that may benefit the overall program and could enhance efforts for stormwater mitigation, improve the trail system and generally connect individual open space areas.

Mapping and graphics should be used throughout the finished product and to reduce ambiguity of the written word. Maps should be scalable when viewed electronically so clarity will be essential in the finished product. It is important to match the format and style of the 2022 Statement of Objectives, Principles and Assumptions, Policies and Standards (SOPAPS), Land Use Element, and Re-exam.

A draft copy of the updated element shall be provided for review by the Planning Board. The final deliverable shall include two (2) color copies, signed and sealed after the public hearing and adoption by the Planning Board. An electronic copy via an online platform or USB is also required and should include any shapefiles or other GIS-generated data.

III. Contents of Proposal

The following items shall be expressed in the proposal:

- 1) Summary of the firm and Statement of Qualifications along with a statement explaining why the firm is especially well-suited to fulfill the task at hand.
- 2) Description of the approach to be employed to prepare, revise, and submit drafts of the document as described in the above Scope of Work. A sample of a similar effort completed by the submitting firm shall be included in the submission.
- 3) Demonstrate the commitment to be able to follow and adhere to the timeline. The Township expects to conclude the work with the finished and adopted element within six (6) months of the consultant's appointment. An extension may be granted if necessary.
- 4) Description of the public outreach to be used during the course of this effort that may include but not be limited to: on-line surveys, virtual Town Halls, spots on the Township's public access television channel, short videos posted on the Township's website and Facebook page, or a suggested best practice for public outreach the consultant has employed successfully elsewhere.

- 5) List of references with current contact information and the project by which the reference best knows the consultant.

IV. Fees and Costs

Interested firms shall provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates. Additionally, the following shall be included in this section of the proposal:

- 1) A detailed line-item budget outlining each specific task/step in the process including the names and rates of the principals and staff to be devoted to the project. A New Jersey licensed professional planner must oversee the project and sign and seal the final documents.
- 2) Detailed costs to prepare for and attend up to two (2) meetings with the Master Plan Subcommittee of the Planning Board and two (2) meetings with the Planning Board (one being Final Adoption).

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Planning Board and Township Committee as to the recommended firm. Such recommendation will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- 1) Specific experience and qualifications to execute the services requested;
- 2) Knowledge and understanding of the laws and regulations governing the requested scope of work;
- 3) Familiarity with the community;
- 4) Proposed cost and allocations to specified tasks; and
- 5) Commitment to the prescribed timeline.

VI. Response/Inquiries

Please submit four (4) hard copies of the proposal. Once submitted, the proposals are the property of Plainsboro Township. Interviews, if requested, will be scheduled in November and may be virtual or in-person. Work shall begin immediately after appointment and execution of the contract and notification to proceed.

Please submit proposals to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than **11:00 a.m. on November 21, 2024.**

All inquiries shall be directed to Bonnie N. Flynn, AICP/PP, CFM, Director of Planning & Community Development (609) 799-0909 ext. 1502, or at bflynn@plainsboronj.com